

## **BRAC Internship Description**

**Programme/Enterprise:** BRAC International (BI)

**Project/Unit:** Technology

**Duration:** 3 months

**Application Deadline:** 25<sup>th</sup> March 2023

**Starting Date:** 2<sup>nd</sup> April 2023

**Location:** Head Office, Dhaka

**Working Hours:** 8.30am - 5.15pm (Sunday – Thursday). The current practice will be applicable for the recruited person.

### **Programme/Enterprise Description**

BRAC International's vision is of a just, enlightened, healthy, and democratic world free from hunger, poverty, environmental degradation, and all forms of exploitation based on age, sex, and ethnicity. Our mission is to work with people whose lives are dominated by extreme poverty, illiteracy, disease and other disadvantages. With a holistic approach, we strive to bring about positive changes in the quality of the lives of the poor. We are currently operating across ten countries in Africa and Asia.

### **Project/Unit Description**

BI Technology team's main activities comprise software implementation, IT support, IT service Project management and technological consultancy. The Unit works to devise the best possible solutions to complement BRAC International's efforts and objectives in all the countries where it operates.

### **Purpose of Internship** (including learning outcomes)

The intern will work to support the Technology stakeholders in first lever IT support, technical writing, build and manage documentation especially for the ERP application and implementation project, end user trainings and virtual meetings setup.

### **Intern's Responsibilities**

- Assisting Network Infrastructure, Datacenter, Cloud, Office 365, Antivirus and security.
- Assisting to collaborate with Country IT to ensure run all application
- Assisting with design and review of process flow and use cases
- Assisting with development of User Manual and Business Requirements Specifications.
- Assisting for different application's projects where strong knowledge on application development, various databases, and SQL scripts
- Organize and provide technical support to virtual meetings and taking meeting minutes.

## **Requirements**

### **a) Educational Background**

- Level: Bachelor's / Master's degree
- Subject: Computer Science & Engineering / Software Engineering / Telecommunication Engineering

### **b) Language Proficiency**

Bangla

- Spoken: Excellent
- Written: Excellent

English

- Spoken: Excellent
- Written: Excellent

### **c) Knowledge/Skills/Competencies**

- Good working knowledge of software prototyping and case design tools
- Excellent drafting ability
- Analytical skills
- Presentation skills

### **d) Work/Volunteering Experience: N/A**