

## **BRAC Internship Opportunity – Details**

**Programme/Enterprise:** BRAC Education Programme

**Project/Unit:** Communications Unit

**Duration:** 3 months

**Starting Date:** 9<sup>th</sup> July 2017

**Application Deadline:** 19<sup>th</sup> June 2017

**Location:** Head Office, Dhaka

**Working Hours:** 9am–5pm, Sunday–Thursday

### **Programme/Enterprise Description**

BRAC Education Programme (BEP) has become the largest secular and private education system in the world, operating in seven countries. BRAC's non-formal primary schools are designed to give a second chance at learning to underprivileged children left out of the formal education system due to extreme poverty, violence, displacement and discrimination. We complement the mainstream school system with innovative teaching methods and materials. At the secondary level, we provide need-based training and support for both teachers and students. Our e-learning materials improve mainstream education, while our mobile libraries promote reading and access to IT facilities for the community. We prioritise adolescents and youth, offering life skills and livelihood development training, savings and financial services, and much more.

### **Project/Unit Description**

The Communications Unit within the Education programme is responsible for writing effective reports, project proposals and maintains close contact with its development partners and other stakeholders involved in the education sector. The unit also handles external missions, such as appraisals, midterm reviews, annual monitoring and consultants. In addition, the unit is responsible for corresponding related in-country/overseas training of staff and technical assistance for the programme. The Planning and Communication Unit liaises with BRAC's communications department, BRAC's donor liaison office (DLO), BRAC International as well as BEP's other units to acquire information that helps developing and preparing effective reports and work plan.

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

Knowledge management has become a crucial element of BEP. Capturing stories and documentation of BEP's 30-years' of journey requires dedication and commitment. BEP has always been a trendsetter and has created milestones in the education sector of Bangladesh. This internship will provide the intern with the opportunity to know about the rich history of BEP as well as the evolution of the development sector. The intern will also work closely with programme personnel to develop a database of stories and information.

### **Intern's Responsibilities**

- a) Activities of documentation on knowledge management
- b) Work with the Communications department and BEP to ensure that programme stories are recorded in an easily accessible online/offline platform
- c) Assist in developing a central database system for BEP
- d) Identify and bring out innovative solutions in BEP's current documentation process
- e) Provide support for development of website content
- f) Develop original content (blogs, articles, case stories) based on BEP
- g) Draft content for promotional materials, as needed

### **Requirements**

- a) Educational Background
  - Level: Bachelor's degree
  - Subject: Development Studies / Communications / Media Studies and Journalism
- b) Language Proficiency
  - English
    - Spoken/ Written: Advanced
  - Bangla
    - Spoken: Fluent
    - Written: Intermediate
- c) Knowledge/Skills/Competencies
  - Ability to work independently and maintain strict deadlines
  - Strategic communication
  - Relationship building
  - Project management
- d) Work/Volunteering Experience
  - Experience in volunteering for national/international organisation would be an advantage