

BRAC International Internship Opportunity – Details

Programme/Enterprise: BRAC International

Project/Unit: Fundraising

Duration: 3 months

Starting Date: April 09, 2017

Application Deadline: April 1, 2017

Location: BRAC International Head office, Dhaka

Working Hours: 8.30am - 5.15pm, Sunday to Thursday

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 life of the poor. We are currently operating across ten countries in Africa and Asia.

Project/Unit Description

The fundraising unit at BRAC International is responsible for communication and coordination between operations in Asia and Africa, affiliate offices in UK, USA and the Netherlands to support funding opportunities which are aligned with its strategic goals. Responsibilities include preparing documents for funding applications, providing technical support to country teams and tracking the ongoing funding situation across the ten countries.

Purpose of Internship

To provide support to BRAC International fundraising team

Intern's Responsibilities

- a) Review and summarise calls for proposals requirements
- b) Carry out literature review and compile information compilation for proposal preparation
- c) Draft concept notes and proposals
- d) Prepare capacity statements for BRAC International countries and other supporting documents to submit with proposals
- e) Organise BRAC International's proposal and report archive and related databases
- f) Any other work assigned by the supervisor

Requirements

- a) Educational Background
 - Level: Bachelor's completed
 - Subject: Development Studies / Communication / Business Studies / English / International Relations or other Social Science subjects from any reputed university

- b) Language Proficiency
 - Bangla (written/spoken): Not requested
 - English (written/spoken): Advanced

- c) Knowledge/Skills/Competencies
 - Advanced skills of Microsoft Office (MS word, PowerPoint, excel) and internet browsing skills
 - Familiarity with Google docs and Google drive
 - Analytical skills
 - Excellent report writing skills
 - Experience in carrying out research

- d) Work/Volunteering Experience
 - Experience of volunteering with development organization will be an added advantage