

## **BRAC Internship Opportunity – Details**

**Programme:** BRAC International

**Unit/Project:** Emergency Response Capacity Building

**Duration:** 3 Months

**Starting Date:** August 1, 2017

**Application Deadline:** July 22, 2017

**Location:** Head Office, Dhaka

**Working Hours:** 8:30 am - 5 pm, Sunday to Thursday (need to work during emergency periods)

### **Programme/Enterprise Description**

**Purpose:** We want to make sure that all of BRAC's development programmes are conflict-sensitive, inclusive-Disaster Risk Reduction (DRR) integrated (including preparedness for responding to disasters and new risks such as Ebola) and building resilient communities towards achieving sustainability.

**Objective:** We want to be one of the leading DRR Organisations which empowers people by developing the capacity of communities and staff, integrating security, response mechanism and DRR, delivering appropriate assistance, responding effectively, and, building strategic partnerships and alliances.

### **Purpose of Internship**

The purpose of this internship is to create scope for young professionals to gain practical experience and exposure to Emergency Preparedness and Response. The intern will assist Emergency Response Programme team of BRAC International, Head Office to complete day-to-day activities, organise the Capacity Building Workshop and documentation of process and effectiveness of BRAC International's humanitarian interventions.

### **Intern's Responsibilities**

- a) Develop a work plan for three months with specific deliverables
- b) Provide general administrative support including filing, photocopying, travel booking, meeting room booking etc
- c) Update BRAC International countries "Disaster Profile" including Bangladesh
- d) Collect secondary information from web to draft inputs for proposals and budgeting
- e) Attend meetings, take notes and prepare meeting minutes
- f) Support Sr. Programme Specialist to review and consolidate weekly reports received from ERCs of BRAC International countries
- g) Support Sr. Programme Specialist and provide logistical support to organize any event
- h) Support Sr. Programme Specialist to prepare other publications
- i) Support Sr. Programme Specialist in developing project proposal

## **Requirements**

### a) Educational Background

- Level: Master's degree (appeared) or Graduate
- Subject: Disaster Management / Environmental Science / Development Studies / Peace and Conflict or similar disciplines of Social Sciences and Sciences from reputed universities in Bangladesh or abroad

### b) Language Proficiency

Bangla

- Spoken: Fluent
- Written: Basic

English

- Spoken / Written: Advanced

### c) Knowledge/Skills/Competencies

- Knowledge of qualitative and quantitative research methods
- Computer skills, especially Microsoft Office or other website platforms
- Strong interpersonal communication skills
- Ability to work independently and effectively and able to prioritise work under time constraints
- Good typing skill in Bangla

### d) Work/volunteering Experience

- Experience in emergency response or DRR and adaptation initiatives will be an added advantage