

BRAC International Internship Opportunity – Details

Programme/Enterprise: BRAC International

Project/Unit: Fundraising

Duration: 3 months

Starting Date: 1st October, 2017

Application Deadline: 16th September, 2017

Location: Head Office, Dhaka

Working Hours: 8.30am -5.15pm, Sunday-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 the lives 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 call for proposal requirements
- b) Compile literature review and information for proposal preparation
- c) Draft concept notes and proposals
- d) Prepare capacity statements for BRAC International countries and other supporting documents for submitting 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 / Master's
 - Subject: Development Studies/ Communications /Business Studies / English / Subject of Social Sciences from any reputed university

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

- c) Knowledge/Skills/Competencies
 - Advanced MS Word, PowerPoint, Excel 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 advantage