

## **Internship Description for Internship in BRAC Health programme**

**Programme/Enterprise:** BRAC Health Programme (BHP)

**Project/Unit:** Technology Unit

**Duration:** 3 Months

**Application Deadline:** 24 October 2026

**Starting Date:** 01 November 2026

**Location (Office & Floor):** 16<sup>th</sup> Floor, BRAC Centre

**Working Hours:** 8 Hours

**Monthly Stipend:** BDT 8000

### **Programme/Enterprise Description**

The BRAC Health Programme (BHP) is a flagship initiative of BRAC, one of the world's largest NGOs, dedicated to improving health outcomes for underserved communities in Bangladesh and beyond. BHP delivers essential services including population planning, reproductive health, maternal and child care, and community-based health interventions. By leveraging innovative approaches, it reaches millions through grassroots networks, aiming to reduce poverty-related health disparities and promote sustainable well-being.

| <b><u>Project/Unit</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b><u>Description</u></b> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| The BHP Tech Team drives technological innovation within the BRAC Health Programme. This unit focuses on developing and implementing digital tools, data analytics, and health tech solutions to enhance service delivery, monitoring, and impact measurement. From mobile apps for community health workers (SK) to focusing on AI-driven insights for programme efficiency, the team bridges technology with frontline health efforts to scale BRAC's reach effectively. |                           |

### **Purpose of Internship**

BRAC Health Programme (BHP), in collaboration with Medtronic, is implementing the Unified Health Information System (UHIS) to strengthen health data management and improve decision-making. It has also partnership with Grameen HealthTech Limited (GHL) to operate Shukhee HMS in Urban and hard-to-reach areas. BHP team also uses CommCare app for Mental Healthcare team. The Intern will support the project team in process documentation, coordination, and minute-taking during key meetings. This role is an excellent opportunity for a motivated individual interested in health informatics, project coordination, and documentation to gain hands-on experience in one of the largest development organizations in the world.

### **Learning Outcomes**

- Gain practical skills in health informatics and digital health systems through exposure to UHIS, Shukhee and existing system.

- Develop expertise in project coordination, stakeholder communication, and documentation best practices with global partners like Medtronic, GHIL.
- Build understanding of large-scale NGO operations, data-driven decision-making, data collection tools and collaboration.
- Enhance professional skills in meeting facilitation, report writing, and process optimization.

### **Intern's Responsibilities:**

- Assist in documenting project processes, workflows, and standard operating procedures (SOPs) for UHIS implementation.
- Coordinate logistics for team meetings, including scheduling, participant communication, and follow-up actions.
- Take detailed minutes during key meetings, capturing discussions, decisions, and action items accurately.
- Support data organization and basic analysis to aid health informatics efforts.
- Contribute to team reporting and knowledge-sharing activities as needed.

### **Requirements**

#### **• *Educational Background***

- Level: Bachelor's degree (completed or final year)
- Subject: Computer Science and Engineering (CSE) / Information Technology (IT) / Similar field

#### **• *Language Proficiency***

- Bangla (written/spoken):
- English (written/spoken):

#### **• *Knowledge/Skills/Competencies:***

- Strong knowledge on database management system and ODK based data collection tools (ie: Kobo Toolbox, CommCare)
- Proficiency in MS Office (Word, PowerPoint, Excel); familiarity with AI documentation tools is an advantage.
- Detail-oriented with strong organizational and analytical abilities.
- Ability to take accurate notes and prepare structured reports.
- Interest in digital health, health information systems, or development programmes.
- Team player with the ability to work independently and meet deadlines.