

## **BRAC Internship Description**

**Programme/Enterprise:** Safeguarding and Grievance Management Committee (SGMC)

**Project/Unit:** Grievance Management Unit

**Duration:** 3 Months

**Application Deadline:** 27 December 2025

**Starting Date:** 11 January 2026

**Location (Office & Floor):** Head office, BRAC Tower (Level 3)

**Working Hours:** 8 Hours

**Monthly Stipend:** BDT 8000

## **Programme/Enterprise Description**

Safeguarding and Grievance Management Committee at BRAC takes place through a management framework that includes safe governance, safe recruitment, training and awareness, safe programme design including risk assessment and mitigation, and robust procedures for reporting and handling all types of grievances, as well as investigating and awarding disciplinary action.

## **Project/Unit Description**

The Grievance Management Unit works for implementing the outcome of inquiry, preserving disciplinary action-related documents, coordinating with the Ombudsperson office, ensuring process compliance across different inquiry entities at BRAC, providing training for capacity building of inquiry team and officers, etc.

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

The purpose of offering internships within the **Grievance Management Unit (GMU)** is to develop future professionals who understand the principles of fairness, accountability, and effective grievance-handling processes.

## **Intern's Responsibilities:**

- Draft and proofread policies, procedures, guidelines and SOPs as per requirements.
- Time to time provide law-related updates, clarity and interpretation.
- Documentation of inquiry-related papers and documents.
- Support in drafting related to inquiry note, various types of letters, etc.

## **Requirements**

- **Educational Background**
  - Level: Bachelor's (LL. B) or Master's (LL.M)
  - Subject: Law

- **Language Proficiency**
  - Bangla (written/spoken): Advanced
  - English (written/spoken): Proficient
  
- **Knowledge/Skills/Competencies:** Knowledge in Law, especially Labour law, Skill in MS Office (MS Word, Excel and PowerPoint), Bangla (SutonnyMJ) and English typing skill.