

## **BRAC Internship Description**

**Programme/Enterprise: Microfinance**

**Project/Unit: Business Development Unit**

**Duration: 3 Months**

**Application Deadline: 21 December 2025**

**Starting Date: December 28, 2025**

**Location (office and Floor):** Head Office, 9<sup>th</sup> Floor

**Working Hours:** 8.30 am to 5.00pm

**Monthly Stipend:** BDT. 8000

### **Programme /Enterprise Description**

BRAC is an international development organisation founded in Bangladesh in 1972 that partners with over 100 million people living with inequality and poverty to create opportunities to realise human potential. BRAC is known for community-led, holistic approach and delivering long-term impact at scale. We work with communities in marginalised situations, hard-to-reach areas and post-disaster settings across Asia and Africa, with a particular focus on women and children.

BRAC operates as a solutions ecosystem, including social development programmes, social enterprises, humanitarian response, a bank and a university.

BRAC Microfinance focused on equipping people especially underprivileged group with access to financial services by increasing their opportunities for poverty alleviation as well as economic empowerment. Several savings and loan products of Microfinance help clients to buy productive assets, invest in business or property, smooth consumption while promoting empowerment in local communities. The program carries out continuous development and improvement of product offerings to meet emerging needs. It also ensures delivery of responsible financial services in a way that protects clients' rights.

### **Project/Unit Description**

The main purpose of this Unit is built efficient connection between field operations team and rest of the central support units so that field operations team can accomplish their tasks smoothly and efficiently. The unit works with long and short term strategic and financial planning annually, improving system and process efficiency, operational capacity development of field staffs, setting high quality execution standards, data analysis and insights generation for better business decision making and sustained business performance.

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

Determine the requirements of Microfinance operations by rationalizing data and information in aligning with strategic and programmatic priorities.

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

1. Determine Economic factors that affect Brac Microfinance cost
2. Assist in Cost Benchmarking
3. Assist in contextual analysis by gathering, analyzing, and summarizing data and trends related to the existing cost structure.
4. Facilitate in determining KPIs for financial performance

### **Requirements**

- a) Educational Background:

**Level (Degree):** BBA

**Subject:** Preferably Economics/Finance/Accounts or any relevant subject

- b) Language Proficiency

**Bangla**

- Spoken: Proficient
- Written: Proficient

**English**

- Spoken: Proficient
- Written: Proficient

- c) Knowledge/Skills/Competencies: Ability to analyze and interpret data, summarize report based on programme requirement
- d) Work/Volunteering Experience: N/A