

## **BRAC Internship Description**

**Programme/Enterprise:** Human Resource Division

**Project/Unit:** Recruitment Unit

**Duration:** 3 Months

**Application Deadline:** 20 January 2026

**Starting Date:** 1 February 2026

**Location (Office & Floor):** 5<sup>th</sup> Floor, BRAC Centre

**Working Hours:** 8 Hours

**Monthly Stipend:** BDT 8000

### **Programme/Enterprise Description.**

The Recruitment Unit in HRD is responsible for ensuring timely hiring of qualified candidates who align with programme needs and BRAC values. The team works closely with hiring managers, particularly for bulk recruitment at the field level, and oversees the end-to-end process including sourcing, screening, interviewing, and reference checks. This unit plays a key role in building a skilled and diverse workforce that supports the organisation's success.

### **Project/Unit Description:**

The intern will support the Recruitment Unit in day-to-day recruitment activities, including coordination and documentation related to ongoing recruitment processes.

**Purpose of Internship** (including learning outcomes) : To provide hands-on exposure to recruitment operations within a large development organisation and develop practical skills in HR coordination, documentation, and professional communication.

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

- Assist in CV screening and candidate shortlisting
- Support coordination of written tests and interviews
- Maintain recruitment trackers and candidate databases
- Assist in documentation and basic reporting

- Provide administrative support as required

## **Requirements**

- Educational Background
  - Level: Bachelor of Business Administration
  - Subject: HRM
- Language Proficiency
  - Bangla (written/spoken):
  - English (written/spoken):
- Knowledge/Skills/Competencies: Knowledge of MS Office, AI in HR