BRAC Internship Description

Programme/Enterprise: Safeguarding and Grievance Management Committee (SGMC)
Project/Unit: Admin Unit
Duration: 3 Months
Application Deadline: 20 January, 2026
Starting Date: 1 February, 2026
Location (Office & Floor): Head Office (Level 3, 65 BRAC Tower)
Working Hours: 8 Hours

Programme/Enterprise Description.

Safeguarding and Grievance Management Committee (SGMC) 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 Admin Unit manages SGMC's functions with a dedicated helpline to receive all types of grievances from staff, programme participants, and other people connected with BRAC. A review hearing team working under the SGM-Admin Unit to ensure the opportunity of hearings for the subject of complaint, and a Data Management Team supporting its activities by recording all information related to the grievances, investigation, and disciplinary actions. Therefore, the admin unit supports all kinds of administrative & procurement-related work under the organisation.

Purpose of Internship (including learning outcomes)

The purpose of the Data Management Internship is to support the organization's data-driven decision-making processes by assisting in accurate data entry, regular updating of data management dashboards, data cleaning, analysis, and reporting. The intern will gain hands-on experience in managing real-world program and operational data, learning best practices in data quality assurance, analysis, and visualization while contributing meaningfully to organizational efficiency and accountability.

Intern's Responsibilities:

Data Entry & Database Management

● Enter, update, and maintain data in databases, MIS, or data management systems
● Ensure data accuracy, completeness, and consistency
● Regularly update data management dashboards and trackers

Data Cleaning & Quality Assurance

- Identify missing, duplicate, or inconsistent data
- Support routine data validation and quality checks
- Maintain proper documentation of datasets and data dictionaries

Data Analysis & Visualization

- Assist in basic quantitative and qualitative data analysis
- Generate summary tables, charts, and visualizations for internal use
- Support trend analysis, situation report, and others

Reporting & Documentation

- Contribute to periodic reports (monthly, quarterly)
- Assist in preparing dashboards, presentations, and briefs for the department

Confidentiality

- Ensure strict adherence to data privacy, confidentiality, and data protection policies while handling sensitive information
- Handle personal and sensitive data responsibly, ensuring secure storage, access control, and ethical use of information

Requirements

- Educational Background
  - Level: Bachelor's in any discipline
  - Subject: Statistics, Information Management, Finance, Data Science, Computer Science, Social Sciences, or related discipline

- Language Proficiency
  - Bangla (written/spoken): Native/Bilingual
  - English (written/spoken): Working Proficiency

- Knowledge/Skills/Competencies:
  - Proficiency in MS Excel and/or Google Sheets (data entry, formulas, sorting, filtering), SPSS, STATA, and Power BI.
  - Ability to organize, analyse, and summarize data accurately
  - Basic skills in data visualization (charts, tables, dashboards)
  - Strong attention to detail and commitment to data accuracy
  - Strong interpersonal communication skills
  - Inclusive knowledge of Safeguarding & Grievance Management

- Knowledge of gender discrimination, workplace sexual harassment, and bullying