

## **BRAC Internship Description**

Send your CV mentioning "**Skills Development Programme, Career Hub - Activation & Employment - (your preferred location)**" in the subject line. Applications that do not follow this format will not be considered.

**Programme:** Skills Development Programme

**Project/Unit:** Career Hub - Activation & Employment

**Duration:** 3 Months

**Application Deadline:** 28<sup>th</sup> March, 2026

**Starting Date:** 5<sup>th</sup> April, 2026

**Location (Office & Floor):**

1. Rangpur Career Hub, Rangpur
2. Khulna Career Hub, Khulna
3. Sylhet Career Hub, Sylhet
4. Cox's Bazar Career Hub, Cox's Bazar

**Working Hours:** 8 Hours

**Monthly Stipend:** BDT 8000

## **Programme/Enterprise Description.**

BRAC, recognized as the world's largest international development organisation, places significant emphasis on youth skills training and employment. In 2015, BRAC launched the Skills Development Programme (SDP) in Bangladesh with the primary objective of empowering various youth groups by equipping them with essential skills and knowledge, thus creating sustainable and decent employment opportunities.

## **Project/Unit Description**

From 2021, BRAC's one of key priorities is to invest in future generations, aiming to create a skilled workforce. The SDP's initiative, Career Hub, serves as a comprehensive career solution platform designed to bridge the gap between employers and job seekers. It offers career-related information, counselling, skills training, and guidance, aligning job seekers' skills with market demands. Additionally, Career Hub provides insights into job market conditions and future trends, connecting existing skills with industry needs.

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

We are looking for a motivated and proactive Intern to join our team and support ongoing operations aligned with the project's mission to strengthen youth employment pathways. The selected candidate will gain practical, hands-on experience across key project activities and will be given priority consideration for future vacancies within the project.

## **Intern's Responsibilities:**

1. Establish and maintain relationships with local universities, student organizations, training providers, and industry stakeholders.
2. Assist, organize, and coordinate events such as seminars, workshops, and motivational boot camps based on program needs.
3. Assistance in employer engagement, including collecting job information, circulating relevant job circulars, and ensuring participants are informed.
4. Sorting out CVs for job referrals and sharing with employers to connect participants with available job opportunities.
5. Maintain regular communication with stakeholders, including participants, local government, employers, technical institutes, NGOs, and civil society representatives.
6. Prepare reports and documentation as required and share them with relevant stakeholders and supervisors.
7. Other responsibilities as assigned by the programme.

## **Requirements**

- Educational Background
  - Level: Minimum Bachelor's degree
  - Subject: Graduate in any discipline
- Language Proficiency
  - Bangla (written/spoken): Fluent in both written and spoken communication.
  - English (written/spoken): Fluent in both written and spoken communication.
- Knowledge/Skills/Competencies:

- Strong Communications & Interpersonal Skills
- Teamwork and collaboration
- Time management and organizational abilities
- Problem-solving and analytical thinking
- Attention to detail
- Technical skills: MS Word, MS Excel, MS PowerPoint