

## **BRAC Internship Description**

Send your CV mentioning "**Skills Development Programme, Career Hub - Career Counselling - Sylhet**" in the subject line. Applications that do not follow this format will not be considered.

**Programme:** Skills Development Programme

**Project/Unit:** Career Hub - Career Counselling

**Duration:** 3 Months

**Application Deadline:** 28th March, 2026

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

**Location (Office & Floor):** Sylhet Career Hub, Sylhet

**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. Assist in creating slots for the counsellor and follow up communication with the participants accordingly, for counselling sessions, and payment reminders.
2. Assist in assessing participants' career interests, skills, and suitability for various job roles, based on their interests
3. Front-desk support, especially when counsellors are engaged in sessions, ensuring participants are guided, informed, and onboarded smoothly.
4. Assisting outdoor counselling events such as Career Talks and workshops, and providing technical support to participants on issues such as email verification, profile update, assessment access, and payment procedures.
5. Conducting career counselling sessions in the absence of the counsellor on a need basis.
6. Prepare relevant reports and documentation as required by projects, including updating participant profiles, activating records, maintaining attendance sheets, preparing counseling reports, and handling certificate issuance.
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