

BRAC Internship Description

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

Programme: Skills Development Programme

Project/Unit: Career Hub - Trainer

Duration: 3 Months

Application Deadline: 28th March, 2026

Starting Date: 5th 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 organizing training sessions by preparing materials, arranging the venue, managing attendance, and providing technical support.
2. Help manage CV reviews and mock interviews, including scheduling, follow-up calls, and updating participant information.
3. Support Job Readiness Training (JRT) by coordinating with external vendors, preparing materials, and managing logistics.
4. Provide creative support, including taking photos and doing basic editing for reports and social media.
5. Assist in research and data collection to help improve training content and resources.
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