

## **BRAC Internship Description**

**Programme/Enterprise:** BRAC International (BI)

**Project/Unit:** Executive Director's Office

**Duration:** 03 months

**Application Deadline:** 28 March, 2026

**Expected Starting Date:** 12 April 2026

**Location:** BRAC International Dhaka Office, Bangladesh

**Working Hours:** 8.30am - 5.15pm (Sunday – Thursday). The current practice will be applicable for the recruited person.

**Monthly Stipend:** BDT 8,000

### **Programme/Enterprise Description**

BRAC International, a leading non-profit organisation, is on a mission to empower people and communities facing poverty, illiteracy, disease and social injustice. Our vision is a world free from exploitation and discrimination, where everyone has the opportunity to realise their potential. We design proven, scalable solutions that equip people with the support and confidence they need to achieve their potential.

BRAC was founded in Bangladesh in 1972 and over the last five decades has grown to become one of the world's largest non-governmental organisations (NGOs). It started the first international operation by venturing into Afghanistan in 2002, building on lessons from the work in Bangladesh to support a nation devastated by war. Born, proven and led in the Global South, BRAC International brings a unique Southern perspective and commitment to continuous learning, providing a depth of insight, experience and evidence to meet the needs of diverse communities with humility and courage across Asia and Africa. To learn more about BRAC International, please visit [www.bracinternational.org](http://www.bracinternational.org).

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

The Executive Director's Office supports the Executive Director in advancing the organisation's strategic priorities by coordinating leadership engagement, facilitating effective communication across teams, and ensuring smooth operational and administrative support. The office works closely with senior leadership and cross-functional teams to manage key initiatives, support decision-making processes, and maintain alignment across organisational priorities.

### **Purpose of Internship:**

This internship is intended to provide fresh graduates with practical, hands-on experience in a dynamic coordination and administrative role within the Executive Director's Office at BRAC International. The intern will support the ED's Office in a range of research, documentation, and coordination-related functions, while gaining exposure to how leadership offices operate within a global development organisation.

For graduates with an interest in the development sector and organisational management, this internship offers a valuable learning opportunity to engage with internal teams and senior leadership, and to develop a deeper understanding of the operational and strategic environment of BRAC International.

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

- Prepare documentation and take minutes for senior leadership meetings, ensuring key discussions and action points are accurately captured.
- Contribute to the planning, coordination, and execution of events, engagements, and visits organised by the Executive Director's Office.
- Maintain documentation of Leadership Team structures and update records to reflect member additions, transitions, and departures across relevant platforms.
- Provide logistical assistance, including ticketing and travel-related arrangements, for the Executive Director's Office team.
- Develop and support communication materials such as presentations, briefing notes, and reports as required.
- Assist in scheduling meetings across multiple time zones by coordinating with relevant stakeholders.

### **Requirements:**

#### **a) Educational Background:**

- Bachelor's degree (enrolled in last semester, all other courses should be completed)
- Subject: Any discipline

#### **b) Language Proficiency:**

English

- Spoken: Fluent
- Written: Advanced

Bangla

- Spoken: Fluent
- Written: Basic

#### **c) Knowledge/Skills/Competencies:**

- Excellent interpersonal and communication skills
- Ability to exercise tact and discretion to deal with a variety of highly confidential and sensitive issues
- Good familiarity and experience with all google-based platforms (e.g., Docs, Sheets, Drive, etc.)
- Event organising
- Ability to prioritise and multitask
- Interest in the development sector and exposure to multicultural perspectives
- Previous volunteering experience is preferable
- Strong ethical and moral standard

*BRAC is committed to safeguarding children, young people and adults, and expects all employees and volunteers to share the same commitment. We believe every stakeholder and every member of the communities we work with has the right to be protected from all forms of harm, abuse, neglect, harassment, and exploitation - regardless of age, race, religion, and gender, status as an individual with a disability or ethnic origin. Therefore, our recruitment policy and procedure include extensive background checks and disclosure of criminal records in order to ensure safeguarding to the fullest extent.*

*“BRAC International is an equal opportunities employer”*