

BRAC Internship Description

Programme/Enterprise: BRAC International (BI)

Project/Unit: Corporate Affairs

Duration: 03 months

Application Deadline: 08 April, 2026

Expected Starting Date: 19 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

Project/Unit Description:

The Corporate Affairs team provides support and guidance in the following areas to the Dhaka Office:

- Administration
- Logistics
- Travel
- Procurement
- Safety and security
- High profile and staff immersion visits

The team also provides support, guidance, capacity building and training on the above functions in Country Offices and the Africa Regional Office.

Purpose of Internship:

The internship aims to provide hands-on experience in Corporate Affairs operations at BRAC International's Dhaka Head Office. Interns will gain exposure to administrative systems, procurement processes, travel and visa coordination, and high-level visit planning. Through this internship, the candidate will:

- Understand the internal workings of a large international NGO.
- Learn to manage logistics, procurement, and travel support in a professional setting.
- Gain insight into board support and immersion visit planning.
- Develop communication and coordination skills across departments and country offices.

Intern's Responsibilities:

- Support Admin and Logistics: onboarding arrangements, equipment tracking, floor management.
- Assist in Travel and Visa Support: documentation, embassy liaison, visa processing.
- Help with Procurement Coordination: documentation, vendor communication,
- Contribute to High-level & Immersion Visits: scheduling, coordination, and logistics.
- Prepare/ assist to travel agents billing process.
- Maintain records, prepare reports and bills, and support internal communications.

Requirements:

a) Educational Background:

- Bachelor's degree (enrolled in last semester, all other courses should be completed)
- Subject: BBA, Public Administration, International Relations, Development Studies, Management, Computer Science / IT or related disciplines.

b) Language Proficiency:

- Fluency in English and Bangla (spoken and written)
- Ability to draft professional emails and reports in English

c) Knowledge/Skills/Competencies:

- Strong organisational and time management skills
- Proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Excellent communication and interpersonal skills
- Ability to work collaboratively in a multicultural team
- Attention to detail and problem-solving mindset
- Interest in development sector and NGO operations
- 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”