

BRAC Internship Description

Programme/Enterprise: Microfinance

Project/Unit: Staff Development Unit

Duration: 3 months

Application Deadline: 18 May 2026

Starting Date: 01 June 2026

Location (office and Floor): Head Office, 10th Floor

Working Hours: 8.30 am to 5.00pm

Monthly Stipend: BDT. 8000

Programme/Enterprise Description

BRAC is an international development organisation founded in Bangladesh in 1972 that partners with over 100 million people living with inequality and poverty to create opportunities to realise human potential. BRAC is known for community-led, holistic approach and delivering long-term impact at scale. We work with communities in marginalised situations, hard-to-reach areas and post-disaster settings across Asia and Africa, with a particular focus on women and children.

BRAC operates as a solutions ecosystem, including social development programmes, social enterprises, humanitarian response, a bank and a university. BRAC Microfinance focused on equipping people especially underprivileged group with access to financial services by increasing their opportunities for poverty alleviation as well as economic empowerment. Several savings and loan products of Microfinance help clients to buy productive assets, invest in business or property, smooth consumption while promoting empowerment in local communities. The program carries out continuous development and improvement of product offerings to meet emerging needs. It also ensures delivery of responsible financial services in a way that protects clients' rights.

Project/Unit Description

Staff Development Unit refers to all the policies, practices, and procedures used to develop the knowledge, skills, and competencies of staff to improve the effectiveness and efficiency both of the individual and the Organization. The Unit acts as the HR of Microfinance and is committed to providing staff with development opportunities to ensure that individuals are able to contribute fully to the achievement of Programmatic objectives in the context of the strategic plan.

Purpose of Internship (including learning outcomes):

1. Developing practical skills in data collection, sorting, cleaning, and management.
2. Understanding basic data analysis techniques and interpretation of findings.

3. Learning how data is implemented and used for project planning, monitoring, and decision-making.
4. Enhancing analytical thinking, attention to detail, and organizational skills.
5. Building professional communication, teamwork, and reporting capabilities in a professional work environment.

Intern's Responsibilities:

1. Assist in collecting data from different sources and maintaining proper records.
2. Sort, organize, and update data accurately in spreadsheets, databases, or reporting systems.
3. Support basic data analysis and interpretation under the guidance of supervisors.
4. Prepare charts, summaries, presentations, and reports based on collected data.
5. Coordinate with team members for regular updates, reporting, and task completion.

Requirements

- a) Educational Background:
Level (Degree): Graduation
Subject: Any
- b) Language Proficiency
Bangla
 - Spoken: Proficient
 - Written: Proficient**English**
 - Spoken: Proficient
 - Written: Proficient
- c) Knowledge/Skills/Competencies: Data analyst, Proficiency in Microsoft PowerPoint for preparing professional and well-structured presentations.
- d) Work/Volunteering Experience: N/A