

BRAC Internship Description

Programme/Enterprise: Corporate

Project/Unit: Executive Director's Office (HR & Admin)

Duration: 3 months

Application Deadline: 20 June 2026

Starting Date: 28 June 2026

Location (Office & Floor): 19th Floor, BRAC Centre, 75 Mohakhali, Dhaka 1212

Working Hours: 08.30 AM to 5.00 PM

Monthly Stipend: BDT 8,000

Programme/Unit Description:

Executive Director's Office oversees BRAC's administration, programmes management, and strategic planning. The office supports the Executive Director of BRAC with daily management and operation of the organization.

Purpose of Internship (including learning outcomes):

The intern will support the Executive Director's Office of BRAC. He/she is expected to work in close collaboration with the team to support the day-to-day management and administration need of the Executive Director.

Intern's Responsibilities:

- Assist primarily the Executive Director's office with organizational administration on a daily basis by attending and managing incoming phone calls at the Executive Director's office's front desk with professionalism and courtesy.
- Record all relevant call information including caller details, purpose, and messages and maintain an up-to-date log of all received calls and share it regularly with the Supervisor.
- Assist the Supervisor in organizing and updating the ED's schedule, meeting notes, and follow-ups.
- Coordinate with internal departments and external stakeholders as required for call-related follow-ups.
- Support with any administrative tasks delegated by the Supervisor or the ED's Office.
- Ensure confidentiality and discretion in handling sensitive information.
- Raise procurement requisitions in BRAC's ERP system as per guidance from the Supervisor.
- Coordinate and arrange small internal team functions, celebrations, or meetings (e.g. birthdays, farewells, informal team gatherings).

Requirements

a) Educational Background:

- Level: Bachelor's degree from any reputed university
- Subject: Preferably Business Administration

b) Language Proficiency:

- Bangla (written/spoken): Very Good
- English (written/spoken): Very Good

c) Knowledge/Skills/Competencies:

- Good English writing skill
- Competent in use of MS Office or its Google Drive counterparts
Have a creative approach to problem solving, time management, and decision making