

BRAC Internship Description

Programme/Enterprise: Skills Development Programme

Project/Unit: Product and Data

Duration: 3 Months

Application Deadline: 29 June 2026

Starting Date: 12 July 2026

Office Location: BRAC Centre, 75 Mohakhali, Dhaka

Working Hours: 8 Hours

Monthly Stipend: BDT 8000

Programme/Enterprise Description.

The Skills Development Programme (SDP) of BRAC aims to empower youth and vulnerable populations through market-driven skills training, employment opportunities, entrepreneurship development, and digital innovation. The programme leverages technology, data, and evidence-based decision-making to enhance programme effectiveness and maximize social impact across Bangladesh.

Project/Unit Description

The Product & Data Unit supports the digital transformation initiatives of the Skills Development Programme by managing enterprise applications, data systems, business intelligence solutions, and operational technologies. The team works with platforms such as Salesforce, TaroWorks, Google Workspace, and business intelligence tools to improve programme monitoring, reporting, automation, user experience, and data-driven decision-making.

Purpose of Internship (including learning outcomes)

1. Assist in data collection, cleaning, validation, and quality assurance activities.
2. Support the management and monitoring of programme data in Salesforce and TaroWorks platforms.
3. Assist in preparing reports, dashboards, presentations, and management insights.
4. Analyze operational data and identify trends, patterns, and opportunities for improvement.
5. Support troubleshooting and user support activities related to digital data collection systems.

6. Assist in documenting business processes, user requirements, and system workflows.
7. Participate in testing new features, system enhancements, and data validation exercises.
8. Support automation and reporting initiatives using Google Workspace and business intelligence tools.
9. Coordinate with field and operational teams to resolve data-related issues and ensure data accuracy.
10. Assist in testing and validating mobile and web application features.
11. Support product improvement initiatives by gathering user feedback and documenting enhancement requirements.
12. Participate in requirement analysis, process mapping, and solution design discussions.
13. Contribute to documentation of product features, workflows, and user manuals.
14. Collaborate with technical and operational teams to understand and support the digital product development lifecycle.

Requirements

- Educational Background
 - Level: Bachelor's Degree
 - Subject: Computer Science & Engineering/ Software Engineering/ Business Analytics/ Management Information Systems (MIS)
- Language Proficiency
 - Bangla (written/spoken): Native
 - English (written/spoken): Good communication skills
- Knowledge/Skills/Competencies:
 1. Familiarity with Microsoft Excel and Google Sheets.
 2. Interest in Product Management, Business Analysis, Data Analytics, or Digital Transformation.
 3. Basic understanding of software development concepts.
 4. Familiarity with mobile applications, web applications, or digital products.
 5. Basic knowledge of SQL, Power BI, Looker Studio, Salesforce, or similar platforms will be considered an advantage.
 6. Basic knowledge of programming languages such as Python, JavaScript, Java, Dart, or similar technologies will be an added advantage.
 7. Basic knowledge of Android Studio.
 8. Strong communication, documentation, and presentation skills.
 9. Ability to learn new tools and systems quickly.

