

BRAC Internship Description

Programme/Enterprise: BRAC Probashbandhu Limited (BPL)

Duration: 3 Months

Application Deadline: 19 August 2026

Starting Date: 30 August 2026

Location (Office & Floor): 6th Floor, BRAC Center, BRAC Probashbandhu Ltd's Office (On-site)

Working Hours: 8 Hours

Monthly Stipend: BDT 8,000

Programme/EnterpriseDescription.

BRAC Probashbandhu Limited (BPL) is committed to facilitating safe, orderly, ethical, and transparent overseas employment opportunities for Bangladeshi workers. BPL works closely with employers, government stakeholders, foreign delegates, training institutions, and other relevant partners to support efficient recruitment and sustainable migration pathways.

Project/Unit Description

BRAC Probashbandhu Limited (BPL) supports the recruitment and deployment of Bangladeshi workers for overseas employment. Its activities include candidate sourcing and screening, CV preparation, worker database management, client communication, documentation, stakeholder coordination, and engagement with foreign employers and delegates.

Purpose of Internship (including learning outcomes)

The internship aims to provide practical exposure to the day-to-day operations of an international recruitment and overseas employment organization. The intern will:

- Gain hands-on experience in candidate and worker database management.
- Develop practical skills in CV preparation, editing, and documentation.
- Understand the operational processes involved in overseas recruitment and deployment.
- Develop professional communication and coordination skills through interaction with clients, government stakeholders, and foreign delegates.
- Gain exposure to client servicing, stakeholder management, meeting coordination, and recruitment operations.
- Develop an understanding of BPL's services and how they are communicated to clients and prospective migrants.

Intern's Responsibilities:

- Prepare, review, edit, and update candidates' CVs and relevant documents.

- Maintain accurate and up-to-date worker and candidate databases.
- Support the preparation, scheduling, and coordination of meetings.
- Assist in communication and coordination with relevant government stakeholders.
- Maintain professional communication and timely follow-up with existing and prospective clients.
- Communicate BPL's services, recruitment processes, and overseas employment opportunities to clients and interested individuals.
- Support awareness activities by providing accurate information on safe and legitimate migration opportunities.
- Assist in coordinating with foreign employers, delegates, and international stakeholders.
- Support foreign delegate visits, meetings, presentations, and related arrangements.
- Prepare meeting materials, reports, presentations, and other relevant communication documents.
- Maintain proper records of client communication, candidate progress, and follow-up activities.
- Provide administrative and operational support to the BPL team as required.

Requirements

Level: Bachelor's Degree (Ongoing; Completed Degree Preferred)

Preferred Subjects: Bachelors in Business/Finance/Economics, International Relations, Public Administration, Development Management or related disciplines. Preferably from BRAC University/BUP/AIUB/NSU/DU etc.

Language Proficiency

Bangla (written/spoken): Proficient

English (written/spoken): Proficient

Knowledge/Skills/Competencies:

- Strong communication and interpersonal skills.
- Good organizational and database management skills.
- Proficiency in Microsoft Office, particularly Microsoft Excel and Word.
- Strong attention to detail and accuracy in documentation.
- Ability to communicate professionally with clients and stakeholders.
- Strong coordination, follow-up, and time-management skills.

- Basic understanding of overseas employment, recruitment, or migration processes is an advantage.
- Ability to work independently and collaboratively within a team.
- Professional attitude, confidentiality, accountability, and willingness to learn.