

BRAC Internship Description

Programme/Enterprise: BRAC International (BI)

Project/Unit: Talent Acquisition, Human Resources

Duration: 03 months

Application Deadline: 22 August 2026

Expected Starting Date: 06 September 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 (BI), 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:

Human Resources (HR) is one of the most vital business enabling functions at BI. The main goal of BI HR team has been to align people strategies with organisational objectives to create a diversified, efficient, positive, and legally compliant workplace culture.

The Talent Acquisition (TA) Unit is the gateway to BRAC International, managing the full recruitment lifecycle. Our mission is to find, attract, and bring in world-class changemakers. We connect passion with purpose by matching the right talent to impactful global roles. In our unit, we do not just fill jobs; we build the future workforce that drives global social change.

Purpose of Internship:

Through this internship the incumbent will get a chance to learn and gain hands-on experience within BI's multicultural and diversified HR department and will get an exposure to work with the TA team directly.

By the end of the internship, the Intern will have practical exposure to the recruitment cycle, stronger professional communication skills, and a real understanding of how HR functions support a global mission-driven organisation.

Intern's Responsibilities:

- Support in different recruitment activities, including- CV screening, shortlisting and preparing materials.
- Support in the coordination of interviews and other assessment process, and help ensure a smooth, professional candidate experience.
- Support in preparing different recruitment reports, dashboards, analytics and presentations.
- Support in scheduling, arranging and coordinating different meetings and events.
- Prepare minutes of meetings and communicate with relevant teams as required.

Requirements:**a) Educational Background:**

- Bachelor's degree (enrolled in last semester, all other courses should be completed)
- Subject: BBA/ Human Resource Management/ Management/ related subject

a) Language Proficiency: Fluency in English (verbal and written)**b) Knowledge/Skills/Competencies:**

- Strong organisational and planning skills.
- Excellent communication skill.
- Sound proficiency in MS PowerPoint, MS Excel and MS Word.
- Ability to maintain confidentiality.
- Eagerness to learn and take initiative in a fast-paced environment.
- Team player with a collaborative, positive attitude.
- Possess high ethical and moral standards.

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”