

BRAC Internship Description

Programme/Enterprise: Microfinance

Project/Unit: Operational Strategy and Implementation (Dabi)

Duration: 3 months

Application Deadline: 26 August 2026

Starting Date: 6 September 2026

Location (office and floor): BRAC Centre, 75 Mohakhali, Dhaka

Working Hours: 8.30 am to 5.00 pm

Monthly Stipend: BDT. 8000

Programme/Enterprise Description

BRAC is an international development organization founded in Bangladesh in 1972 that partners with over 100 million people living with inequality and poverty to create opportunities to realize human potential. BRAC is known for community-led, holistic approach and delivering long-term impact at scale. We work with communities in marginalized 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

The DABI Strategy Unit serves as the strategic planning and transformation hub of the DABI programme along with running different projects that serve the marginal community of the country. It drives long-term organizational growth by developing strategies, monitoring strategic initiatives, analyzing business performance and supporting evidence-based decision-making. The unit collaborates across functions to identify opportunities, improve operational efficiency, and ensure alignment with BRAC's mission and strategic priorities of DABI programme.

Purpose of Internship (including learning outcomes):

Work on preparing various projects with implementation plan and closely work with the field operation team. Visualization of financials and various projects updates. Different report format automation for faster reporting from field operation team. Analyze various reporting and fine out insights and risk factors.

Intern's Responsibilities:

Assist in preparing project implementation plans and tracking project progress. Support the field operations team by collecting, organizing, and updating project data. Help create and maintain financial and project dashboards and reports. Assist in automating reporting formats to improve

reporting efficiency. Analyze operational data to identify trends, insights, and potential risks, and support decision-making.

Requirements

- a) Educational Background:
Level (Degree): Graduate
Subject: Any
- b) Language Proficiency
Bangla
 - Spoken: Proficient
 - Written: Proficient**English**
 - Spoken: Proficient
 - Written: Proficient
- c) Knowledge/Skills/Competencies: Microsoft Office
- d) Work/Volunteering Experience: N/A