

BRAC Internship Description

Project: Sir Fazle Hasan Abed Knowledge Hub

Unit: Research and project management

Duration: 3 months

Application Deadline: 26/09/2026

Starting Date: 04/10/2026

Location (Office & Floor): BRAC Head Office, 1st floor

Working Hours: 8 Hours

Monthly Stipend: BDT 8,000

Programme/Enterprise Description.

Sir Fazle Hasan Abed Knowledge Hub aims to provide development practitioners, researchers, educationists, students and all those who want to create long-lasting, positive changes through economic and social programmes with a platform for learning, engagement and sharing their minds. The idea of hub can inspire manifold and collective interpretations -

- HUB as a connector between the legacy of FHA and the next gen.
- HUB as a melting pot of innovative thoughts and ideas.
- HUB as a platform to galvanise the spirit of changemakers.
- HUB as a generator of prospective breed of activists.

Unit Description

The research and project management teams work together as a unit to ensure the smooth execution and operation of the Sir Fazle Hasan Abed Knowledge Hub. The research team produces relevant content in coordination with the project management team. The project management team turns those contents and ideas into reality and manages day-to-day operations as well.

Purpose of Internship (including learning outcomes)

This internship is designed to provide an experience of a blend of archival research and project management. Intern will get the opportunity to explore research in an organisational capacity outside academia and gain practical experience in project management. S/He will not only learn from the process but also contribute his/her insights, perspectives, creative ideas and questions, creating a collaborative space for learning and unlearning together.

Intern's Responsibilities:

- Support in keeping track of the project
- Support in making inventory
- Support in archival research and writing content drafts
- Support in day-to-day operations of the hub
- Taking meeting minutes

Requirements

- Educational Background
 - Level: Graduate or students who have completed their last semester
 - Subject: Social Science Discipline
- Language Proficiency
 - Bangla (written/spoken): Fluent / Native
 - English (written/spoken): Excellent / Fluent
- Knowledge/Skills/Competencies:
 - Good understanding of research methodology
 - Google suit
 - Basic understanding of PowerPoint & Excel
 - Strong written and verbal communication skills
 - Critical thinking and Analytical ability
 - Apt in content writing
 - Ownership and Curiosity to learn