

BRAC Internship Description

Programme/Enterprise: Social Compliance Programme

Duration: 3 months

Application Deadline: 30 September 2026

Starting Date: 11 October 2026

Location (office): BRAC Tower (HO-2), 65 Mohakhali

Working Hours: 8 hours

Monthly Stipend: BDT 8000

Programme/Enterprise Description

BRAC Social Compliance programme is designed to support organisations in both the RMG and private sectors (corporate and educational institutions) by providing them with a comprehensive range of services to ensure rights at work. With a team of experienced trainers and facilitators, the programme adopts a contemporary and effective training curriculum that emphasises on soft skills development, leadership training, workplace harassment prevention, safety awareness, safety management systems and anti-bribery, with an end goal of changed behaviour and conducive work environment for all.

Project/Unit Description

The intern will support the team in events, training material development, field visits, report writing, etc in all projects of the programme.

Purpose of Internship (including learning outcomes)

The primary role of the intern is to be a central resource for all management staff in the program and support whenever needed. The intern will support trainers to conduct training programmes in the RMG factories, other workplaces and educational institutions on workplace harassment prevention, supervisory skills and other related orientation sessions. The intern will also support in drafting field visit reports and other associated report drafting, and design training materials for the training sessions. The intern will get hands on experience in conducting training sessions in the field to the RMG factories and other workplaces, learn to develop training materials and knowledge management products and gather knowledge on designing factory and other visit reports.

Intern's Responsibilities

- Support team members as a resource person whenever required for any tasks in communications, writing, drafting, analyzing etc.
- Support trainers by going to field visits in RMG factories and other sessions for training
- Support in writing visit reports after the training/event or any sessions
- Support team members in any other related tasks when required

Requirements

a) Educational Background

Level: Graduation is a must, final semester students not preferred

Subject: Statistics, Economics, Development Studies, Anthropology, or any Social Science related subject.

b) Language Proficiency

Bangla

- Spoken: Excellent

- Written: Excellent

English

- Spoken: Excellent

- Written: Excellent

c) Knowledge/Skills/Competencies: Good communication skills, advanced level knowledge in using Microsoft packages (PowerPoint, Excel, Word, etc.)

d) Work/Volunteering Experience: University club experience, debating, volunteering in non-profits, etc. is preferred.