

BRAC Internship Description

Programme/Enterprise: BRAC International (BI)

Project/Unit: Learning and Effectiveness

Duration: 03 months

Application Deadline: 06 October, 2026

Expected Starting Date: 18 October, 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, 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:

In the spirit of BRAC's history and reputation, BRAC International's Learning & Effectiveness department aims to maintain a culture of iterative learning for the organisation. Under the Learning & Effectiveness department, there are two units named Research & Learning and Monitoring & Learning. The Monitoring & Learning unit supports BI countries, programs, and projects with the technical support in the aspects of monitoring and learning. Within the department, the Technology for Development (T4D) team supervises and advises on BRAC International's digitalized programme management system and the data collection tools used across BI country programmes. This helps programme teams collect, manage and use data more effectively for decision-making.

Purpose of Internship:

The intern will assist the BI Monitoring & Learning unit in designing survey forms in different data collection platform, documentation, document review, scheduling meetings, preparing meeting minutes, and drafting various reports and documents. Through completion of this internship, the intern will gain knowledge on data collection platform, documentation, knowledge management, development of digital monitoring platform, and program monitoring.

Intern's Responsibilities:

- Assist in digitalising monitoring tools and designing survey forms on data collection platforms
- Assist in reviewing and testing digital forms and platforms, and documenting feedback
- Assist in scheduling meetings and documenting meeting outcomes by taking notes and preparing meeting minutes
- Assist in archiving different documents
- Assist in data management and drafting reports
- Program document review
- Attend meetings with the team
- Assist in drafting PowerPoint presentation

Requirements:

a) Educational Background:

- Bachelor's degree (enrolled in last semester, all other courses should be completed)
- Subject: Computer Science / Computer Science and Engineering / Information Technology / BBA with a major/minor in MIS or Computer Systems or other relevant subjects

b) Language Proficiency:

- Bangla – Spoken: Fluent; Written: Advanced
- English – Spoken: Fluent; Written: Advanced

c) Knowledge/Skills/Competencies:

- Computer applications (especially MS Excel, MS PowerPoint, google slides, and google sheet)
- Basic understanding of databases, information systems or digital data collection tools (e.g., KoboToolbox, ODK, CommCare) will be an advantage
- Good prioritization and analytical skills
- Ability to deal with a variety of highly confidential and sensitive issues with discretion.
- Excellent interpersonal, communication and coordination skills
- Interest in the development sector and exposure to multicultural perspectives
- Volunteering experience with a development organisation will be an advantage
- High moral and ethical standard

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”