

BRAC Internship Description

Programme/Enterprise: Procurement Department

Project/Unit: Administration Unit

Duration: 3 Months

Application Deadline: 24 October 2026

Starting Date: 1 November 2026

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

Working Hours: 8 Hours

Monthly Stipend: BDT 8000

Programme/Enterprise Description.

BRAC Procurement Department (BPD) is a support function that enables the organization to achieve greater value through efficient, transparent, sustainable, and customer-focused procurement of goods, services and works based on the approved procurement guideline.

Purpose of Internship (including learning outcomes)

The internship aims to provide practical exposure to procurement functions while supporting BPD through data management, documentation, market research, reporting, and administrative activities. The expected outcome is to develop interns' professional and analytical capabilities while generating useful insights, organized records, due diligence process, communication etc.

Intern's Responsibilities:

- ☐ Follow up on product deliveries and bill submissions.
- ☐ Assist in verifying vendor bills and supporting documents.
- ☐ Maintain meeting notes, activity records, and action trackers.
- ☐ Support vendor verification, including ownership/related-party checks using AI tools and manual check of vendor documentation.
- ☐ Vendor visits for enlistment activities.
- ☐ Co-ordinate and communicate with internal and external stakeholders.

Requirements

- Educational Background
 - Level: Bachelor's degree.

- Subject: Business Administration, Supply Chain Management, Procurement, Finance, Economics, or a related discipline
- Language Proficiency
 - Bangla (written/spoken): Fluent
 - English (written/spoken): Good working proficiency
- Knowledge/Skills/Competencies:
 - ☐ MS Office and digital skills including AI.
 - ☐ Good communication and interpersonal skills
 - ☐ Basic analytical and numerical ability
 - ☐ Strong attention to detail and accuracy
 - ☐ Good organization and follow-up skills
 - ☐ Teamwork, integrity, and professionalism
 - ☐ Willingness to learn and adapt