

BRAC Internship Description

Programme/Enterprise: Corporate BRAC

Project/Unit: Executive Director's Office

Duration: 3 months

Application Deadline: 24 October 2026

Starting Date: 1 November 2026

Location (Office & Floor): 19th Floor, BRAC Center

Working Hours: 8 Hours

Monthly Stipend: BDT 8000

Programme/Enterprise Description.

Corporate BRAC provides strategic direction, leadership, and institutional support to BRAC's programmes, enterprises, and organisational functions to advance its mission and achieve its strategic priorities

Project/Unit Description

The Executive Director's Office (EDO) provides strategic, analytical, and coordination support to BRAC's Executive Director and senior leadership. The office facilitates organisational priorities, leadership engagements, cross-functional collaboration, strategic planning, and institutional initiatives. It also supports high-level meetings, events, research, documentation, and communication to enable effective decision-making and the implementation of organisational priorities

Purpose of Internship

The internship aims to provide practical exposure to executive office functions while supporting the Executive Director's Office through research, documentation, reporting, and coordination activities. The expected learning outcomes include developing skills in research and analysis, professional communication, meeting coordination, stakeholder engagement, information management, and tracking organisational priorities and action points.

Intern's Responsibilities:

- Assist in preparing briefing notes, reports, presentations, meeting materials, and other documents.
- Support the coordination of meetings, workshops, retreats, and other institutional events.
- Assist in preparing meeting minutes, documenting key decisions, and tracking

action points and deliverables.

- Maintain and update information databases, trackers, contact lists, and relevant records.
- Coordinate and communicate to support assigned activities and ensure timely follow-up.
- Provide administrative and logistical support for the smooth functioning of the Executive Director's Office.
- Perform other relevant tasks assigned by the supervisor.

Requirements

- Educational Background
 - Level: Bachelor's degree or currently enrolled in an undergraduate programme.
 - Subject: Business Administration, Communication, Management or related fields
- Language Proficiency
 - Bangla (written/spoken): Proficient in written and spoken Bangla
 - English (written/spoken): Proficient in written and spoken English
- Knowledge/Skills/Competencies:
 - Proficiency in Google workspace & Microsoft Office.
 - Strong written and verbal communication skills.
 - Good organisational, coordination, and follow-up skills.
 - Attention to detail and the ability to manage multiple tasks and deadlines.
 - Ability to work independently and as part of a team .
 - Professionalism, discretion, and the ability to handle confidential information responsibly.