BRAC Internship Opportunity – Details

Programme: BRAC International

Unit: Human Resource Division (HRD)

Duration: 3 Months

Starting Date: 8th February 2018

Application Deadline: 30th January 2018

Location: Head Office, Dhaka

Working Hours: 8:30 am - 5 pm, Sunday to Thursday

Supervisor's Name & Designation: Md Faruque Hossain, Head, Learning and Development

Supervisor's Email Address: faruque.mh@brac.net

Purpose of Internship

This internship is intended to give fresh graduates a practical, hands-on experience in the area of human resources. The intern will assist HRD personnel in various projects and will have the opportunity to see and learn the business realities of sustaining a mammoth development organisation in different countries. The intern will work exclusively with BRAC International on setting up new policies and practices for different countries. H/She will gain exposure to a range of HR activities and people from different countries. For graduates with an interest in the development sector and HR management, this may be a unique learning opportunity which combines interaction with external and internal stakeholders and senior management as well as possible field trips within BRAC's extensive operations in Bangladesh.

Project/Unit Description

Human Resource Division, BRAC International operates separately from BRAC Bangladesh. It is independent and provides support to BRAC International Head Office and all 10 operating countries in Asia and Africa.

Intern's Responsibilities

a) Working with HRD to research best practices in some specific HR functions
b) Assisting HRD in the recruitment process
c) Working on specific projects, such as HR Enterprise Resource Planning
d) Compiling training report on capacity development initiatives from different countries and providing support in organising trainings where necessary
e) Facilitating in operational delivery of general HR activities for countries in Africa and Asia.

Requirements

a) Educational Background

- Level: Bachelors or Masters
- Subject: Management / HRM / Social Sciences or relevant field with an interest/specialisation in HR from reputed universities in Bangladesh or abroad.

b) Language Proficiency

English

- Spoken / Written: Advanced

Bangla

- Spoken: Fluent
- Written: Basic

c) Knowledge/Skills/Competencies

- Ability to exercise tact and discretion to deal with a variety of highly confidential and sensitive issues
- Excellent interpersonal, communication and IT skills
- Good prioritisation skill and multitasking ability
- Interest in the development sector and exposure to multicultural perspectives