

BRAC Internship Description

Programme: BRAC International

Unit: Asia Regional Office

Duration: 3 Months

Starting Date: 7 December 2021

Application Deadline: 2 December 2021

Location: 14th floor, BRAC Head Office, Dhaka

Monthly Stipend: BDT 5,000

Working Hours: 8:30 am – 5.00 pm, (Sunday to Thursday) (WFH when required)

Programme/Enterprise Description

BRAC International operates separately from BRAC Bangladesh. The Asia Regional Office oversees BRAC's operations in four countries of Asia Region – Afghanistan, Myanmar, Nepal and The Philippines.

Project/Unit Description

The Asia Regional Office oversees BRAC's operations in three countries of Asia Region – Afghanistan, Myanmar and The Philippines.

Purpose of Internship

This internship is intended to give fresh graduates a practical, hands-on experience in a dynamic regional research, support and administrative role. The intern will assist the Asia Regional Office of BRAC International in daily desk research, administrative and communicate-related tasks. He/she would gain hands-on experience in preparing meeting minutes, drafting and management of formal and informal correspondence with relevant bodies, coordinating with HR, Admin, Finance and other support teams, as well as contributing to the broader regional knowledge management agenda. Reporting and documentation will also be a key responsibility of the intern.

For graduates with an interest in the research and development, the development sector and its 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 (depending on Covid-19 situation) within BRAC's extensive operations in Bangladesh.

Intern's Responsibilities

- Assisting the Asia Regional Office is documentation and reporting of meetings, international calls, workshops, presentations, etc.
- Conducting regular research tasks as assigned by the supervisor
- Keeping an active eye-out for fundraising opportunities in Asia
- Collaborating with the Administration, HR and finance teams in the Head Office and coordinating necessary support to the Regional Office (Asia)

Requirements

a) Educational Background

Level: Bachelor's or Master's degree

Subject: Development studies / Media and Communication / life sciences or relevant field from a reputed university in Bangladesh or abroad.

b) Language Proficiency

English

- Spoken: Fluent
- Written: Advanced

Bangla

- Spoken: Fluent
- Written: Basic

c) Knowledge/Skills/Competencies

- Excellent interpersonal, communication
- IT skills (MS Office Suite)
- Ability to exercise tact and discretion to deal with a variety of highly confidential and sensitive issues
- Good familiarity and experience with all Microsoft Office database, and all google-based platforms (e.g. Docs, Sheets, Drive, etc.)
- Good prioritisation skill and multitasking ability
- Interest in the development sector and exposure to multicultural perspectives