

## **BRAC Internship Description**

**Programme:** Human Resource Division

**Project/Unit:** Performance Management

**Duration:** 3 Months

**Application Deadline:** 13 October 2021

**Starting Date:** 20 October 2021

**Location:** 6<sup>th</sup> floor, BRAC Head Office, Dhaka

**Working Hours:** 8.30am to 5.00pm (Sunday – Thursday)

**Monthly Stipend:** BDT 5,000

### **Programme Description**

Human Resource Division (HRD) is a strategic partner to BRAC's multifaceted programmes that establishes current trends of HR management and practices adopting a qualitative and strategic approach in managing its workforce. The driving forces of Human Resource and Learning Division are procedural justice, transparency, equality, and respect for diversity; free from discrimination and recognition of potentials-creating a long-lasting advantage for the organisation. With a purpose to use its skilled and highly skilled workforce effectively, BRAC fosters a culture of organised learning over a given period of time to provide and maximise the change in performance based on the idea that, Human Resources thrive well with knowledge, skills, and motivation of people, which grow better with age and experience-that no other resource can attain.

### **Purpose of the Internship**

This internship is intended to give fresh graduates a practical, hands-on experience in the area of Performance Management System of the HRD. The intern will assist Performance Management Unit (PMU), HRD personnel and will have opportunities to see and learn business realities connected to managing performance in the field level of a development organization. S/he will gain exposure to a range of PMS related activities and people from different parts of the country. For graduates with an interest in the development sector and performance management activities of HR, this will be a unique learning opportunity involving interaction with external and internal stakeholders and management.

### **Intern's Responsibilities**

- working with PMU, HRD to research best practice in the performance management function
- assisting PMU in assembling staff's performance related data
- gathering performance management related data connected to PMU from field offices
- screening data and prepare reports with proper findings and interpretation
- presenting task-based reports based on challenges, recommendations with proper data analysis

## **Requirements**

### **a) Educational Background**

- Level: Bachelor's or Master's degree
- Subject: Management / HRM / Social Sciences with an interest/specialisation in HR from reputed universities in Bangladesh.

### **b) Language Proficiency**

Bangla

- Spoken: Fluent
- Written: Advanced

English

- Spoken: Fluent
- Written: Advanced

### **c) Knowledge/Skills/Competencies:**

- Excellent business communication
- IT skills (MS Office Suite)
- Effective Interpersonal Skills
- Strong analytical and problem-solving skills
- Strong adoptability and learning agility

### **d) Additional requirements:** Ready to visit any field office, as required.