

## **BRAC Internship Description**

**Programme/Enterprise:** BRAC Learning and Leadership Development

**Project/Unit:** Onboarding

**Duration:** 3 Months

**Application Deadline:** 28 September 2021

**Starting Date:** 10 October 2021

**Location:** 20th Floor, BRAC Head Office, Dhaka

**Working Hours:** 8:30 am to 5:00 pm (Sunday - Thursday)

**Monthly Stipend:** BDT 5,000

### **Programme/Enterprise Description**

BRAC Learning and Leadership Development (BLLD) is responsible for augmenting the capacity and professionalism of BRAC staff and programme participants through a wide range of human development and management training. BLLD's working group approach to developing demand-driven training courses for different BRAC programmes helps achieve programme goals more effectively.

### **Project/Unit Description**

The onboarding Unit arranges orientation programme for the new joiners. This orientation programme gives them a good understanding of BRAC's enormous activities. Sessions on flagship programmes and strategies help our new joiners to align their mission with BRAC's vision and mission.

### **Purpose of Internship**

The intern will support the Onboarding Unit with session planning, coordination, content creating and documenting feedback. Through completion of this internship, the intern will gain knowledge on collaborating and engaging with different stakeholders, programme planning and management and learn how to create effective learning materials.

### **Intern's Responsibilities**

- assisting in conducting onboarding session
- assisting in creating learning materials
- creating social media (Workplace) contents
- documenting feedback for orientation sessions
- communicating with participants regarding sessions
- assisting in planning and managing internal workshops
- assisting in planning and managing field visits for the orientation programme

### **Requirements**

#### **a) Educational Background**

- Level: Bachelor's Degree
- Subject: English / BBA or any relevant subjects from any reputed university

**b) Language Proficiency**

Bangla

- Spoken: Fluent
- Written: Advanced

English

- Spoken: Fluent
- Written: Advanced

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

- Proficient in using Google Suite
- IT skills (Microsoft Office Suite)
- Workshop planning and management

**d) Work/Volunteering Experience:**

Experience of volunteering in national/international organisations or University clubs would be an advantage.