

BRAC Internship Description

Programme/Enterprise: BRAC Skills Development Programme

Project/Unit: Social Inclusion, Soft Skills and Safeguarding

Duration: 3 months

Application Deadline: 24 July 2021

Starting Date: 29 July 2021

Location: 8th Floor, Kaderia Tower (opposite BRAC Centre), remotely working during the lockdown

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

Monthly Stipend: BDT 5,000

Programme/Enterprise Description:

BRAC Skills Development Programme (SDP) is providing technical and employability skills through training with subsequent decent work opportunities for underprivileged youth and entrepreneurs. SDP has reached out to **320,289** youth to date. Among them **58.52%** are women. SDP worked on **46** districts covered with training on **43** formal and informal trades. SDP ensures 80% job placement for the learners. SDP works to enhance employment opportunities through apprenticeships, institution-based training and enterprise development, focusing particularly on decent jobs in the growth sectors.

Project/Unit Description:

The Social Inclusion, Soft Skills and Safeguarding Unit is one of the support functions in SDP that works with all the projects and teams on content development, facilitation on softs skills and inclusion related issues mostly focusing on gender and disability inclusion and safeguarding. The team provides technical and operational support in different projects based on the needs. Designing relevant strategic approaches, facilitating training, inclusive content and material development, conducting surveys and research, capacity building and advocacy are some of its key functions.

Purpose of Internship (including learning outcomes)

BRAC SDP is looking for someone with **strong documentation/writing and editing skills** to support the Social Inclusion, Soft Skills and Safeguarding unit. This internship will provide an Intern with an excellent opportunity to interact closely with the world's largest organisation and to gain first-hand exposure to broader developmental issues. BRAC SDP will involve the Intern in its ongoing projects, where she/he will be providing supervised programmatic inputs.

Intern's Responsibilities

- Assist with developing training materials such as drafting training outline, trainer's manual, success stories, or other related documents in Bangla and English.
- Take notes and minutes during meetings; type documents, drafts, and reports; sort and manage files.
- Organise Focus group discussions with diverse participants as directed.
- Research, identify and analyse data from multiple sources and document findings in a written work product. Make the requested adjustments as necessary and apply the feedback.
- Assist in preparing information and research materials; create and maintain PowerPoint presentations.
- Document detailed summary of meetings listing of conclusions, action items, responsibilities and dates for completion, and plan follow-up meeting if needed.
- Manage databases and input information, data, and records.

Others:

- Provide support to the project teams as suggested by the Supervisor.
- Ensure that all materials and documents focus properly on SDP's cross-cutting themes.

Requirements

a) Educational Background

- Level: Bachelor's/Master's degree. At least three first classes or CGPA of at least 3.00 from any reputed University.
- Subject: English Literature / Mass Communication and Journalism/ Political Science / Public Administration / Special Education / Sociology / Anthropology / Gender and Development / Population Science / Peace & Conflict Studies / Development Studies / Economics or any other Social Science.

b) Language Proficiency

Bangla

- Spoken: Fluent
- Written: Advanced

English

- Spoken: Fluent
- Written: Advanced

c) Knowledge/Skills/Competencies:

- Excellent verbal communication, documentation and analytical skills
- Excellent in operating Microsoft Office, Wordpress, social media
- Understanding of key development issues in the context of urban and rural Bangladesh
- Excellent team player with necessary analytical and organisational skills
- Ability to work under tight deadlines
- Willingness to travel outside Dhaka

d) Work/Volunteering Experience: N/A