

BRAC Internship Description

Programme/Enterprise: BRAC Skills Development Programme

Project/Unit: Social Inclusion and Soft Skills

Duration: 3 months

Application Deadline: 23 October 2021

Starting Date: 1 November 2021

Location: 8th Floor, Kaderia Tower (opposite BRAC Centre)

Working Hours: 8.30 am – 5.00 pm (Sunday – Thursday) (Both remotely and office work)

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 **52** districts covered with training on around **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 inclusion related issues mostly focusing on gender and disability inclusion, content development, softs skills 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 BRAC SDP is looking for someone with an inclusive mindset and **strong documentation/writing and editing skills** to support the Social Inclusion, Soft Skills and Safeguarding unit. This internship will provide an excellent opportunity to interact closely with the world's largest organisation and to gain first-hand exposure to inclusion and soft skills related interventions. The intern will get to involve the in SDP's ongoing projects, where she/he will be providing supervised programmatic inputs.

Intern's Responsibilities

- Assist with developing inclusion and soft skills related training materials such as drafting training outline, trainer's manual, success stories, or other related documents in Bangla and English.

- 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: Any Social Science Related Subjects.

b) Language Proficiency:

Bangla

- Spoken: Fluent
- Written: Advanced

English

- Spoken: Fluent
- Written: Advanced

c) Knowledge/Skills/Competencies:

- Documentation and analytical skills
- IT skills (Microsoft Office, Wordpress, social media)
- Understanding of key development and social inclusion related 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

e) Device: Personal Laptop/ Computer device as the intern will be working from home most of the times.

Graduates with Disabilities and From Diverse Gender Orientation are Highly Encouraged to Apply.

