

BRAC Internship Description

Programme/Enterprise: Advocacy for Social Change

Project/Unit: Partnership

Duration: 3 months

Application Deadline: 8th November 2022

Starting Date: 13th November 2022

Location: 15th floor, BRAC Centre, 75 Mohakhali, Dhaka 1212

Working Hours: 8.5 hrs

Monthly Stipend: BDT 5000

Programme/Enterprise Description

The aim of Advocacy for Social Change is to scale BRAC's impact through policy reforms. In doing so we carry out evidence based policy analysis, build partnerships with relevant & willing stakeholders, facilitate public discourse and offer policy alternatives to relevant agencies.

Project/Unit Description

"Partnership" unit actively engages in cultivating meaningful partnerships with internal and external stakeholders. Correspondence is maintained within different programmes of BRAC so to maintain one BRAC voice. Meaningful partnerships and projects are undertaken in coordination with the GoB and other NGO/INGOs. This unit is also responsible for the programme's proposal development, grant management and monitoring activities.

Purpose of Internship (including learning outcomes)

The selected candidate would be responsible for coordination, communication and documentation of the internal and external meetings and events held by the team. She/he will also be contributing to reports for external teams, platforms or partners. The internship consists of working in areas of partnership.

Intern's Responsibilities

- Regularly updating a partnership database. S/he will assist in documenting and mobilizing strategic decisions with management and teams regarding a CRM software, work hands-on with the software, prepare guiding modules for users, provide troubleshooting support to system users among other things.
- S/he will assist in coordination and documentation for the meetings and even
- S/he will be coordinating participation of colleagues to external forum meetings or events with guidance from supervisor.
- S/he will assist in accumulating necessary information from different BRAC programmes or any kind of reporting required.
- S/he will assist in any other task/project assigned by supervisor/team members.

Requirements

a) Educational Background

- Level: Bachelor's or Master's
- Subject: Public Administration, Political Science, Development Studies , Social Science from a reputed public or private university

b) Language Proficiency

- Bangla (written/spoken): Bangla keyboard typing skills is preferred.
- English (written/spoken): Should be fluent/good.

c) Knowledge/Skills/Competencies:

- Good communication and writing skills
- Good coordination skills
- Must have knowledge of Government Protocols and customer relationship management systems and be willing to work on one.

d) ECA/Volunteering Experience: Preferred