

BRAC Internship Description

Programme/Enterprise: BRAC International

Project/Unit: Early Childhood Development

Duration: 3 months

Application Deadline: 23 January 2022

Starting Date: 30 January 2022

Location: 7th Floor, BRAC Head Office, Dhaka (flexible to working remotely)

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

Monthly Stipend: BDT 5,000

Programme/Enterprise Description:

BRAC International operates in four countries in Asia (Afghanistan, Myanmar, Nepal, and the Philippines) and six countries in Africa (Liberia, Tanzania, Sierra Leone, Rwanda, South Sudan, and Uganda). Our interventions aim to achieve large scale, positive changes through economic and social programmes that enable men and women to realise their potential. BRAC's institutional expertise on successfully implemented programmes is applied in countries where our models are either replicated or adapted according to the country context.

Project/Unit Description:

Early Childhood Development unit of BRAC International aims to promote child development through play. Through this approach, BRAC intends to ensure improved access to quality early childhood development services, by ensuring child friendly and safe environment at the family and community level, and have lifelong impact on the lives of the children in terms of developing their cognitive, social, emotional and motor skills. It addresses the importance of play-based learning as a hallmark of strong early childhood education using low-cost yet high impact model.

Purpose of Internship (including learning outcomes)

The intern will support the ECD team based in BRAC International Head Office.

Intern's Responsibilities

- preparing programme/ projects updates /concept notes/ presentations
- reviewing narrative and financial reports for different donors and ensuring compliance
- reviewing technical documents (i.e. curriculum, training manuals, frameworks etc) and providing feedback
- attending programme meetings and preparing meeting minutes
- working as rapporteur if required
- any other assignment given by supervisor

Requirements

a) Educational Background

Level: Bachelor's degree / Enrolled in Master's degree from any reputed University.

Subject: Early Childhood Development / Education or any other relevant subject from any reputed University.

b) Language Proficiency

English

- Spoken: Fluent
- Written: Advanced

c) Knowledge/Skills/Competencies:

- Familiarity with early childhood development/education interventions
- IT skills (MS Office Suite)
- Minutes taking
- Presentation skills

d) Work/Volunteering Experience:

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