

## **BRAC Internship Description**

**Programme/Enterprise:** BRAC International (BI)

**Project/Unit:** Human Resource Division

**Duration:** 3 months

**Application Deadline:** 18 December 2022

**Starting Date:** 01 January 2023

**Location:** 14<sup>th</sup> Floor, BRAC International, BRAC Head Office, Dhaka.

**Number of Vacancy:** 02

**Working Hours:** 8.30am - 5.15pm (Sunday – Thursday). The current practice will be applicable for the recruited person.

**Monthly Stipend:** BDT 5,000

### **Programme/Enterprise Description**

BRAC International's vision is of a just, enlightened, healthy, and democratic world free from hunger, poverty, environmental degradation, and all forms of exploitation based on age, sex, and ethnicity. Our mission is to work with people whose lives are dominated by extreme poverty, illiteracy, disease and other disadvantages. With a holistic approach, we strive to bring about positive changes in the quality of the lives of the poor. We are currently operating across ten countries in Africa and Asia.

### **Project/Unit Description**

Human Resource Division, BRAC International operates separately from BRAC Bangladesh. It is independent and provides support to BRAC International Head Office and all operating countries in Asia and Africa.

### **Purpose of Internship**

This internship is intended to give fresh graduates a practical, hands-on experience in the area of human resources. This internship will be an educational internship. The intern will assist HRD personnel in various projects and will have the opportunity to see and learn the business realities of sustaining a mammoth development organisation in different countries. The intern will work exclusively with BRAC International on setting up new policies and practices for different countries. H/She will gain exposure to a range of HR activities and people from different countries. For graduates with an interest in the development sector and HR management, this may be a unique learning opportunity that combines interaction with external and internal stakeholders and senior management as well as possible field trips within BRAC's extensive operations in Bangladesh.

### **Intern's Responsibilities**

- Work with HRD to research best practices in some specific HR functions
- Assist in recruitment documentation preparation and CV sorting
- Support the interview process
- Assist the team in several documentation
- Any other task assigned by supervisor

## **Requirements**

### **a) Educational Background**

- Level: Bachelor's / Master's degree (Last semester)
- Subject: Management / HRM / Social Sciences or relevant field with an interest/specialization in HR from reputed universities in Bangladesh or abroad.

### **b) Language Proficiency**

Bangla

- Spoken: Fluent
- Written: Advanced

English

- Spoken: Fluent
- Written: Advanced

### **c) Knowledge/Skills/Competencies**

- Sound communication skills
- IT skills (Advanced MS Word, PowerPoint, Excel, internet browsing skills)
- Familiarity with Google Docs, Google sheets, Kobo and Google Drive
- Analytical skills
- Good Listening and writing skills
- Accustomed with using web-based meeting platforms (Skype / Google meet / Zoom / Microsoft team / WebEx etc.)

### **d) Work/Volunteering Experience:**

Experience of volunteering with development organization will be an advantage.