

## **BRAC Internship Description**

**Programme/Enterprise:** BRAC International

**Project/Unit:** Information Technology Unit

**Duration:** 6 months

**Application Deadline:** 25<sup>th</sup> October, 2022

**Starting Date:** 1<sup>st</sup> November, 2022

**Location:** BRAC Head Office, Mohakhali Dhaka 1212

**Working Hours:** 9.00am-5.00pm, Sunday-Thursday

**Monthly Stipend:** BDT 5000

### **Programme/Enterprise Description**

BRAC International has operations in 10 countries. The Information Technology (IT) Unit of BRAC International implements technological solutions and Enterprise Resource Planning (ERP) across all its operations. This Unit has a twofold purpose: to support BRAC International programme countries while also providing innovative and creative solutions. The IT Unit's main activities comprise software development, implementation, IT support, IT service management and technological consultancy. The Unit works to devise the best possible solutions to complement BRAC International's efforts and objectives in all the countries where it operates.

### **Purpose of Internship** (including learning outcomes)

The intern will work to support the technical writing, especially for the ERP application and implementation project.

### **Intern's Responsibilities**

- Assisting Network Infrastructure, Datacenter, Cloud, Office 365, Antivirus and security.
- Assisting to collaborate with Country IT to ensure run all application
- Assisting with design and review of process flow and use cases
- Assisting with development of User Manual and Business Requirements Specifications.
- Organize and provide technical support to virtual meetings and taking meeting minutes.
- Assisting for different application's projects where strong knowledge on application development, various databases, and SQL scripts

## **Requirements**

### **a) Educational Background**

- Level: Bachelor's / Master's
- Subject: Computer Science & Engineering / Software Engineering / Telecommunication Engineering from renowned University

### **b) Language Proficiency**

- Bangla Spoken/Written: Good English
- Spoken/ Written: Advanced

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

- Good working knowledge of software prototyping and case design tools
- Excellent drafting ability
- Analytical skills
- Presentation skills