

## **BRAC Internship Description**

**Programme/Enterprise:** BRAC Learning and Leadership Development

**Project/Unit:** Internship Unit

**Duration:** 3 months

**Application Deadline:** 6 August 2022

**Starting Date:** 11 August 2022

**Location:** 20<sup>th</sup> floor, BRAC Head Office, Mohakhali Dhaka 1212

**Working Hours:** 8.30am – 5.00pm (Sunday - Thursday)

**Monthly Stipend:** BDT 5,000

### **Programme/Enterprise Description**

BRAC Learning and Leadership Development (BLLD) is responsible for augmenting the capacity and professionalism of BRAC staff and programme participants through a wide range of human development and management training. BLLD's working group approach to developing demand-driven training courses for different BRAC programmes helps achieve programme goals more effectively.

### **Project/Unit Description**

In BRAC, Internship Unit creates learning opportunity for undergraduate/ fresh graduate students to gain experience through our different programmes. BRAC has Development Programmes, Support Programmes and BRAC Enterprises. Also, we have BRAC International and it operates in 11 different countries. Throughout the year we recruit interns for different programmes based on the need of Programme. Interns work for 3 months in a programme.

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

The purpose of this unit is looking for talented, motivated and enthusiastic graduates who are interested in pursuing a career in the development sector. The programme offers the opportunity for young talents to contribute their knowledge and expertise to add value to the organisation in different functional areas.

Through completion of this internship, the intern will gain knowledge on planning and implement project, documentation and learn how to recruit an intern.

### **Intern's Responsibilities**

- Support to the overall project implementation team
- Bring creative ideas and energy to the position
- Organise and documentation Interns personal data
- Assist in day-to-day operational activities of IU

## **Requirements**

### **a) Educational Background**

- Level: Bachelor's / Master's degree
- Subject: Any Discipline from any reputed University

### **b) Language Proficiency**

Bangla

- Spoken: Fluent
- Written: Advanced

English

- Spoken: Fluent
- Written: Advanced

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

- IT skills (Advanced MS Word, PowerPoint, Excel, internet browsing skills)
- Familiarity with Google Docs and Google Drive
- Communication skills
- Analytical skills
- Understanding in project plan and management

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