

BRAC Internship Description

Programme/Enterprise: BRAC Youth Platform, Skills Development Programme (SDP)

Project/Unit: Amra Notun Network (Training and Development)

Duration: 3 Months

Application Deadline: 30 January 2022

Starting Date: 6 February 2022

Location: Work from home and 10th Floor, Kaderia Tower (opposite BRAC Centre)

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

Monthly Stipend: BDT 5,000

Programme/Enterprise Description

BRAC Youth Platform (BYP), currently anchored within the Skills Development Programme (SDP), is a new entity that was launched in April 2020. Aligned with BRAC's strategic priority of youth development and in light of COVID-19 pandemic, one of the major projects of BYP—Amra Notun Network (ANN)—envisions to equip the youth with skills and digital competency to emerge stronger from this crisis, through our revised comprehensive 21st century skills training.

Project/Unit Description

[Amra Notun Network \(ANN\)](#) is an inclusive youth platform to develop active, enlightened, skillful and empathetic citizens for tomorrow, through a comprehensive package of 21st century skills training and community service projects. The pilot was run successfully by BRAC Social Innovation Lab (SIL) in Dhaka, Khulna and Rangpur from 2018-2019, and needed to be handed over to a team to be scaled up.

Meanwhile, BRAC Education Programme has been running the Adolescent Development Programme (ADP) since 1993, as a safe space for girls who dropout during secondary schooling. However, with the turn of the century, and the increase of enrolment of girls in high schools, the time was ripe to redefine ADP to meet the demands of the current time.

Hence, it was high time to create a programme that would cater to the particular age groups of youth and adolescents. Consequently, the BRAC Youth Platform (BYP) launched in 2020, to scale up ANN, and launch the pilot of Creative Clubs (CC) - the redefined ADP. BYP is currently anchored within the Skills Development Programme (SDP), where it will be incubated until it becomes its own fully fledged programme within BRAC.

It is to be noted that regular communication with our target audience of youth and adolescents across the country is crucial, especially online, since a good majority of young people heavily use social media. This importance of a good online presence has been amplified by the COVID-19 pandemic.

Intern's Responsibilities

- Assist the Training & Development team by identifying learning gaps of ANN participants
- Support to conduct TNA (Training need assessment)
- Create and circulate forms, documents for need assessment, feedback, and data collection in coordination with the relevant programs and departments
- Support in the participant recruitment process and update database
- Support to facilitated ANN sessions
- Assist in developing community action project guidelines
- Ad-hoc tasks as required.

Requirements

a) Educational Background

Level: 3rd or 4th year undergraduate student or Bachelor'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 (MS Office and Google Suite)
- Excellent in communication and relationship management
- An agile mindset and have a 'can do' attitude
- Sincere and have the ability to prioritize under strict deadlines
- Strong discipline for producing better deliverables

d) Work/Volunteering Experience:

Must have prior volunteer experience, any experience in communications, managing stakeholder communication, working in a multicultural environment, developing databases is preferred, but not mandatory.