

## **BRAC Internship Description**

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

**Project/Unit:** Learning and Leadership Development unit

**Duration:** 3 months

**Application Deadline:** November 7, 2022

**Starting Date:** November 10, 2022

**Location (Office & Floor):** 10<sup>th</sup> floor, Kaderia Tower, Mohakhali, Dhaka

**Working Hours:** 8.30 am-5:00 pm

**Monthly Stipend:** BDT 5000

## **Programme/Enterprise Description**

BRAC Learning Division (BLD) has recently renamed as Learning & Leadership Development (LLD). It has four key hubs, Learning Development (LD), Learning Facilitation (LF), ICT & Monitoring, and Leadership Development. Objectives of the Programmes is to capacity development of BRAC Staff & programme participants. Capacity development plan, TNA, Module development and Training facilitations and Training evaluations are the key responsibilities of LLD.

## **Project/Unit Description**

Learning & Leadership Academy, is an important hub of Learning & leadership Development (LLD) of BRAC. Main responsibilities of LD unit are to regular communicate with BRAC programmes, Assessment of Training Needs, Develop & design training Modules, Facilitate TOT to the BRAC Facilitators, Facilitating training when needed.

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

- Real-world experience of working in the field of Learning & Development
- Opportunity to work with projects which impacts directly in the society
- At the end Intern will be able to lead projects of video learning content
- Will be able to prepare script based on requirements
- Sharing Knowledge with BRAC LD team vice versa.

## **Intern's Responsibilities**

- Checking the script for video content
- Assist in preparing training materials for the project of health enterprise
- Following a script, screenplay or outline

## **Requirements**

### **a) Educational Background**

- Professional level
- Subject: any discipline

**b) Language Proficiency:**

- Bangla (written/spoken): Intermediate
- English (written/spoken): Intermediate

**c) Knowledge/Skills/Competencies:** PowerPoint, video editing software