

BRAC Internship Description

Programme/Enterprise: BRAC Learning and Leadership Development (LLD)

Project/Unit: Leadership Development

Duration: 3 months

Application Deadline: 15th January 2022

Starting Date: 23rd January 2022

Location: 10th Floor, Kaderia Tower (opposite BRAC Head Office), Dhaka 1212

Working Hours: 8:30 am to 5:00 pm (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 courses for different BRAC programmes helps achieve programme goals more effectively.

Project/Unit Description

As the number one global organisation, we believe there is no such thing as one-size-fits-all solution. We develop leadership development programs and learning solutions that precisely target each leadership level at BRAC to help our staff develop into dynamic professionals, unlock potential, and experience unprecedented growth for years to come. Our Leadership development programmes are a multifaceted learning experience aimed to build lasting capabilities that will enable our leaders to lead in challenging ecosystems and seize opportunities.

Purpose of Internship (including learning outcomes)

BRAC is always 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 organization in different functional areas. An internship at BRAC is a great opportunity to acquire practical work experience and training opportunities for those who are motivated to serve. The intern will support the Leadership Development Unit in launching a youth immersion pilot project that will enable the youth of Bangladesh to get an immersive experience of the Brac ecosystem. The intern will contribute in planning, coordination, content creation and documenting feedback. Through completion of this internship, the intern will gain knowledge on collaborating and engaging with different stakeholders, programme planning and management and learn how to create and effective immersion experience for youth.

Intern's Responsibilities

- Support in planning, managing and implementing the Youth Immersion (YI) pilot
- Assist in recruiting and onboarding campus ambassadors
- Manage the campus ambassador team and follow up on their responsibilities
- Draft communication materials
- Develop and manage microsite and social media pages of YI
- Assist campus ambassadors in promotion and signups of teams for YI
- Communication with participating teams of YI
- Organising events to facilitate teams of YI
- Bring creative ideas and energy to the position
- Perform other similar and related duties as assigned
- Requires frequent travelling within and outside of Dhaka

Requirements

a) Educational Background

- Level: Bachelor's Degree
- Subject: BBA or any relevant discipline from a reputed University.

b) Language Proficiency

Bangla

- Spoken: Fluent
- Written: Advanced

English

- Spoken: Fluent
- Written: Advanced

c) Knowledge/Skills/Competencies:

- Ability to work effectively with diverse people and in team
- Strong organisational abilities
- Skilled in time management
- Demonstrated leadership skills and self-motivation
- Skilled in event management
- IT skills (Google Suite and Microsoft office)
- Skilled in managing social media accounts

d) Work/Volunteering Experience:

Experience of volunteering in national/ international organisations or University clubs would be an advantage.