

BRAC Internship Description

Programme/Enterprise: BRAC Learning & Leadership Development

Project/Unit: Talent Management

Duration: 3 Months

Application Deadline: 25 June 2022

Starting Date: 17 July 2022

Location: 5th floor, 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

Talent Assessment is an evaluation/ assessment process used by companies for '*Identifying right people against a role*' based on the competencies, skill-set and potential to perform and grow which are required by that specific job role. Talent Assessment provides a comprehensive picture of individual talent as per the requirements of different programmes/ enterprises of BRAC.

Purpose of Internship (including learning outcomes):

Learn Talent Management documentation process, data analysis, process design.

Intern's Responsibilities

- Develop a talent database and track talent pools size
- Prepare routine reports and fill ad hoc reporting requests from different stakeholders like programme
- Perform data analysis, transform data into meaningful information and arrange information into to aid the assessment process 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:

- 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)

d) Work/Volunteering Experience: N/A