

BRAC Internship Description

Programme/Enterprise: Operation

Project/Unit: Fleet Management

Duration: 3 Month

Application Deadline: 17th January 2022

Starting Date: 1st February 2022

Location: Ground floor, BRAC Head Office, Dhaka 1212

Working Hours: 10:00am to 6:00pm (Sunday – Thursday)

Monthly Stipend: BDT 5,000

Programme/Enterprise Description:

The operations department comprises of seven units namely fleet management, security risk management, risk management services, financial fraud management, estate, telecommunication, and protocol and travel management. Our units ensure smooth governance and successful implementation of all our programmes and enterprises, through assessing risks, investigating financial misconducts, ensuring safe transport, raising awareness on safety, ensuring the security of our staff, managing BRAC's lands, providing telecommunication services to BRAC's staff members and assisting our staff in their visa and travel arrangements for overseas work. We provide restaurant and canteen facilities to all of BRAC and Aarong HO's staff. We also provide support to BRAC International in security management.

Project/Unit Description:

BRAC Fleet management plays a vital role by providing transport services to all programs as a support unit to carry passengers and goods. Though fleet management is comprised of several different tasks to keep vehicles and operations running smoothly and efficiently. Its best practices involve with the use of advanced technology featured vehicles and digital apps solutions to help enhance efficiencies, reduce costs, enforce driver safety, minimise risk and increase productivity more effectively.

Manage such a large fleet operation efficiently, uses of technology are essential. Over the past few years fleet transform into more digital format using digital Logbooks apps for driver's duty and billing process. Ready to launch "Shohocho" web platform for HO staff daily pick & drop one way service. Manage workshop inventory digitally is another level of efficiency enhancement.

Purpose of Internship:

BRAC Fleet management recently launched an App to be replaced physical logbooks and that requires frequent coordination with the vendor. The intern will help the team with day-to-day coordination work.

Intern's Responsibilities:

- coordinating with vendor
- helping fleet team with the data generating from fleet app
- assisting for workshop software developments

Requirements**a) Educational Background**

Level: Bachelor's degree

Subject: Management Information System / IT / Technology from any reputed University.

b) Language Proficiency

Bangla

- Spoken: Fluent
- Written: Good

English

- Spoken: Fluent
- Written: Good

c) Knowledge/Skills/Competencies:

- Strong organisational abilities and time management skills
- Proficient in using Google Suite
- IT skills (Microsoft Office Suite)
- Ability to work effectively with diverse people

d) Work/Volunteering Experience: Not required.