

BRAC Internship Description

Programme/Enterprise: BRAC Procurement Department

Project/Unit: Procurement

Duration: 4 months

Application Deadline: 01 December 2022

Starting Date: 11 December 2022

Location: 6th floor, BRAC Centre, 75 Mohakhali, Dhaka 1212

Working Hours: 08.30 am to 5.00 pm

Monthly Stipend: BDT 5000

Programme/Enterprise Description Project/Unit Description

BRAC is required to procure a wide range of goods, equipment and related services, as well as non-consulting services and consulting services. As procurement is increasing in value and volume, requirement of compliance with national and international procurement norms and standards has become imperative for BRAC. Accordingly, the BRAC Procurement Guidelines and Implementation Procedures (BPGIP), were developed outlining the principles, methods and process to be followed by BRAC for procurement of goods and related services. The purpose of the guidelines is to provide accountability, transparency and fair competition in an efficient manner to help timely implementation of the programmes, ensuring economies of scale and best value for money.

Purpose of Internship (including learning outcomes)

The procurement department has some operational tasks those need no experience to perform and with the assistance of an intern, the framework agreement & vendor enlistment team may speed up the overall process. The intern will get to learn new things which include but not limited to procurement best practices, data analysis, documentation and other components of supply chain as well.

Intern's Responsibilities

- Understand the BRAC Procurement Guidelines and Implementation Procedure
- Support day to day operations
- Data entry and analysis
- Processing procurement files and track status
- Assists in contractor & sample selection operational process
- Other operational tasks assigned by the management

Requirements

a) Educational Background

- Level: Graduation/Last semester of Graduation
- Subject: BBA/Engineering

b) Language Proficiency

- Bangla (written/spoken): Written and Spoken
- English (written/spoken): Written and Spoken

c) Knowledge/Skills/Competencies: MS Word, MS Excel, MS PowerPoint