

## **BRAC Internship Description**

**Programme/Enterprise:** BRAC Skills Development Programme

**Project/Unit:** Career Hub

**Duration:** 3 Months

**Application Deadline:** 5 July 2022

**Starting Date:** 12 July 2022

**Location:** BRAC Field Office (Rangpur, Sylhet)

**Working Hours:** 8.30am – 5.00pm (Sunday – Thursday)

**Monthly Stipend:** BDT 5,000

### **Programme/Enterprise Description**

BRAC Skills Development Programme (SDP) is providing technical and employability skills through training with subsequent decent work opportunities for underprivileged youth and entrepreneurs. SDP has reached out to **320,289** youth to date. Among them **58.52%** are women. SDP worked on **46** districts covered with training on **43** formal and informal trades. SDP ensures 80% job placement for the learners. SDP works to enhance employment opportunities through apprenticeships, institution-based training and enterprise development, focusing particularly on decent jobs in the growth sectors.

### **Project/Unit Description**

BRAC Career Hub is a high touch one-stop service center combined with opportunities that provide 360° solutions for an individual career. This platform works as bridge between employer and job seekers, makes individual job-ready, connect to skills that are required in the work place and link to the industries or role that matches the best with an individual's skills and interest.

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

BRAC SDP is looking for someone to support the Career Hub team at FO. This internship will provide an Intern with an excellent opportunity to interact closely with the world's largest organisation and to gain first-hand exposure to broader developmental issues, including the aforementioned project. 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 an effective immersion experience for youth.

### **Intern's Responsibilities**

- Conduct onboarding session for CH participants
- Arrange Mock Interviews and other services for example workshop, CV review sessions
- Assist in Campus activation such as event planning, coordination and engagement with relevant stockholders
- Communication and rapport building with the target group

- Provide support to the project teams as suggested by the Supervisor.
- Ensure that all materials and documents focus properly on SDP's cross-cutting themes.

## **Requirements**

### **a) Educational Background**

Level: Bachelor's/ Master's degree or those awaiting Master's result. At least three first classes or CGPA of at least 3.00

Subject: Any discipline from a reputed university.

### **b) Language Proficiency**

Bangla

- Spoken: Fluent
- Written: Advanced

English

- Spoken: Fluent
- Written: Advanced

### **c) Knowledge/Skills/Competencies:**

- Excellent verbal communication and analytical skills
- Excellent in operating Microsoft Office, Social media
- Understanding of key development issues in the context of urban and rural Bangladesh
- Excellent team player with necessary analytical and organisational skills
- Ability to work under tight deadlines
- Willingness to travel outside Dhaka

### **d) Work/Volunteering Experience: N/A**