

## **BRAC Internship Description**

**Programme/Enterprise:** Skills Development Programme

**Project/Unit:** Communication (Graphic Design & Communications)

**Duration:** 3 Months

**Application Deadline:** 26 June 2022

**Starting Date:** 3 July 2022

**Location:** 8<sup>th</sup> floor, Kaderia Tower (Opposite BRAC Centre) Dhaka 1212

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

**Monthly Stipend:** BDT 5,000

### **Programme Description**

BRAC Skills Development Programme (SDP) is providing technical and employability skills through training for underprivileged youth and entrepreneurs. SDP ensures 80% job placement for the beneficiaries. 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**

SDP communication supports the existing project of BRAC Skills Development programme and ensures their visibility.

### **Purpose of Internship**

BRAC SDP is looking for someone with strong writing and graphic designing skills to support the Communication unit. 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. BRAC SDP will involve the Intern in its ongoing projects, where she/he will be providing supervised programmatic inputs.

### **Intern's Responsibilities**

#### **Communication**

- Assist with developing communication materials such as drafting newsletter, case studies, success stories, or other related project documents.

#### **Graphic Design**

- Conceptualise and ideate visuals based on requirements.
- Develop and update communication and IEC materials (Slide decks, e-bulletin, fact sheet, brochure, event report, leaflet for the programme).
- Any other support required by the supervisor.

## **Requirements**

### **a) Educational Background**

Level: Bachelor's degree or final year students.

Subject: BBA / Mass Communication and Journalism / Economics / International Relations or any other relevant subject from any reputed University.

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

- Practical experience in the area of illustration and graphics is mandatory
- Strong working knowledge on Content development and Graphic designing tools including Adobe Illustrator and Adobe Photoshop
- IT skills (MS Office Suite)
- Ability to work under pressure while meeting strict deadlines
- Should be creative and have the ability to think out of the box
- Ability to work under tight deadlines

### **c) Language Proficiency**

Bangla

- Spoken: Fluent
- Written: High

English

- Spoken: Fluent
- Written: High

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

- Candidates with previous experience in part-time/ full-time jobs relevant to graphic designing will be preferred