

BRAC Internship Description

Programme/Enterprise: Climate Bridge Fund (CBF) Secretariat (Finance and Admin)

Duration: 3 months

Application Deadline: 8th April 2023

Starting Date: 15th April 2023

Location (office): 5th floor, Gulshan Bhaban, Mohakhali, Dhaka 1212

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

Monthly Stipend: BDT 5,000

Programme/Enterprise Description

The Climate Bridge Fund is a trust fund established by BRAC, with support from the government of Germany through KfW in November 2019. It is an innovative, direct climate finance mechanism, which supports registered NGOs located in Bangladesh. The funding mechanism will operate in a way where only the income generated from capital investments is primarily used for funding urban adaptation measures and resilience activities in the context of climate-induced migration. Climate-induced migration in Bangladesh is directed particularly towards urban slums that are already overcrowded and suffer from poor living conditions. Despite efforts to improve livelihoods of those living in slums, financial challenges in upgrading infrastructure and services exist.

The Climate Bridge Fund has been set up to ‘bridge’ the financial gap - from short-term project funding to sustainable provision of services and infrastructure for climate-induced migrants. It will also enhance the sustainable livelihoods of climate migrants and their resilience to climate-related risks that may trigger further climate-induced migration.

Purpose of Internship (including learning outcomes)

CBF is looking for someone to support the team in financial and admin activities. This internship will provide an intern with an excellent opportunity to interact closely with a unique trust fund and to gain first-hand exposure to climate change adaptation focused issues.

Intern’s Responsibilities

- Assist for financial data entry;
- Assist for day-to-day banking activities;
- Assist for procuring logistics for the CBF office/training/workshop etc;
- Assist for financial and administrative documents preservation;
- Assist for financial documents collection and report compilation;

- Any other tasks assigned by the authority.

Requirements

a) Educational Background

Level: Bachelor's/ Master's degree. CGPA of at least 3.30

Subject: Finance, accounting or any other relevant subject from any reputed University.

b) Language Proficiency

Bangla

- Spoken: Fluent
- Written: Advanced

English

- Spoken: Fluent
- Written: Advanced

c) Knowledge/Skills/Competencies:

- Excellent verbal communication skills
- Analytical skills
- Advanced IT skills (Microsoft office)
- Excellent team player with necessary analytical and organisational skills
- Ability to work under tight deadlines
- Willingness to travel outside Dhaka

d) Work/Volunteering Experience: NA