

BRAC Internship Description – Intern (Content & Communications)

Programme/Enterprise: Health, Nutrition and Population Programme

Project/Unit: SAPLING

Duration: 3 Months

Starting Date: 15 February 2023

Application deadline: 31 January 2023

Location (Office & Floor): BRAC Centre, 75 Mohakhali, Dhaka 1212

Working Hours: 9.00am - 5.00pm

Monthly Stipend: BDT 5000

Programme Description

BRAC's Health, Nutrition and Population Programme (HNPP) promotes a broad concept of health among disadvantaged communities through a combination of preventive, curative, rehabilitative and promotional health services. Healthcare interventions have been an integral aspect of BRAC's holistic approach to development. Its unique approach through the frontline community health workers, brings health, family planning and nutrition services closer at doorsteps, promotes health, creates demand and links community with government and private health sectors.

Project/Unit Description

South Asian Policy Leadership for Improved Nutrition and Growth (SAPLING) is a multi-stakeholder platform supported by the Bill and Melinda Gates Foundation, facilitating evidence-based policy support for the promotion of healthy diets and improved food systems in south Asia. BRAC is currently hosting the phase I secretariat of SAPLING.

Purpose of Internship

This role will be responsible for writing and developing content of the SAPLING project, maintaining maximum visibility of the project, designed to attract more investors/donors/partners of SAPLING project while engaging relevant stakeholders of the project with consistency

Intern's Responsibilities

The intern will work closely with the SAPLING and assist in day-to-day activities of the project.

- Develop project specific content and support in setting project communication strategy
- Write, edit, or produce communication materials related to SAPLING activities based on inputs provided by event participants including talking points, meeting minutes, presentations, social media content, data visualisations and infographics, videos etc.
- To ensure appropriate media presence and engagement for the project by preparing drafts, proofreading press releases and other media materials.

- Manage ongoing communication projects with external partners/vendors
- Documentation of SAPLING activities
- Translate / write information data into suitable and simplified language for all kinds of audience.
- Assist in preparing monthly reports and all sorts of project-related documentation.
- Ensure that BRAC's communication guidelines are adhered to in all project documents, reports, communications, publications, and merchandise.
- Ensure the safety of team members from any harm, abuse, neglect, harassment and exploitation to achieve the programme's goals on safeguarding implementation. Act as a key source of support, guidance and expertise on safeguarding for establishing a safe working environment.
- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action.
- Follow the safeguarding reporting procedure in case any reportable incident takes place, encourage others to do so.

Requirements

a) Educational Background

- Final year students and fresh graduates are encouraged to apply.

b) Knowledge/Skills/Competencies:

- Content planning and strategy
- Knowledge on global and local content styles
- Strong writing skills in English
- Strong business communication skills
- Insight management skills
- MS office
- Graphics designing
- Strong negotiation skills
- Strong coordination capacity

c) Language Proficiency

- Bangla
 - Spoken: High
 - Written: High
- English
 - Spoken: High
 - Written: High

d) Work/Volunteering Experience:

- 0-1 years of experience in writing and coordinating content strategy for a diversified target audience will be preferred.