

BRAC Internship Description

Programme/Enterprise: BRAC Learning and Leadership Development

Project/Unit: Learning and Leadership Development

Duration: 3 months

Application Deadline: 4 February 2023

Starting Date: 8 February 2023

Location (Office & Floor): 10th floor, Kaderia Tower, Mohakhali, Dhaka 1212

Working Hours: 8.30am- 5.00pm

Monthly Stipend: BDT 5000

Programme/Enterprise Description

BRAC Learning Division (BLD) has recently renamed as Learning & Leadership Development (LLD). It has four key hubs, Learning Development (LD), Learning Facilitation (LF), ICT & Monitoring, and Leadership Development. Objectives of the Programmes is to capacity development of BRAC Staff & programme participants. Capacity development plan, TNA, Module development and Training facilitations and Training evaluations are the key responsibilities of LLD.

Project/Unit Description

Learning & Leadership Academy, is an important hub of Learning & leadership Development (LLD) of BRAC. Main responsibilities of LD unit are to regular communicate with BRAC programmes, Assessment of Training Needs, Develop & design training Modules, Facilitate TOT to the BRAC Facilitators, Facilitating training when needed.

Purpose of Internship (including learning outcomes)

- Real-world experience of working in the field of Learning & Development
- Opportunity to work with projects which impacts directly in the society
- At the end Intern will be able to lead projects of video learning content
- Will be able to prepare script based on requirements
- Sharing Knowledge with BRAC LD team vice versa.

Intern's Responsibilities

- Checking the script for video content
- Assist in preparing training materials for the project of health enterprise
- Following a script, screenplay or outline

Requirements

a) Educational Background

- Professional level
- Subject: any discipline

b) Language Proficiency:

Both Bangla & English

- Bangla (written/spoken): Intermediate
- English (written/spoken): Intermediate

c) Knowledge/Skills/Competencies: PowerPoint, video editing software

d) Work/Volunteering Experience: n/a