

## **Internship Description**

Programme: Operations, BRAC

Project / Unit: Protocol and Travel Management (PTM)

Duration: 3 Months

Application Deadline: 1 February 2023

Starting Date: 5 February 2023

Location (Office & Floor): 6<sup>th</sup> Floor, BRAC Centre, 75 Mohakhali, Dhaka 1212

Working Hours: 8.30am to 5.00pm

Monthly Stipend: BDT 5,000

### **Purpose of the Internship**

This internship is intended to give fresh graduates practical hands-on experience in whole travel management & protocol including passport issuance, visa, ticketing (domestic & international), hotel reservation, currency endorsement etc. The intern will assist Protocol and Travel Management (PTM) unit and will have opportunities to understand and learn business realities connected to manage travel management and travel risk assessment of a development organizations. S/he will gain experience to all travel-related issues as well as data processing, reporting and MIS. For graduates with interest in the development sector and travel management, this will be a unique learning opportunity involving interaction with IATA regulations.

### **Programme Description:**

The PTM unit is familiar with the function of operations of travel, ticketing and other related required. It arranges for the facilitation of air tickets and visa. They also provide specific ancillary services like travel insurance, passport endorsement and other travel documentation and also facilitation immigrations permit, visa extension of expatriates. The prime role of PTM is to provide the purchase of travel to the customer at a convenient location. BRAC is dedicated to developing successful leaders and we strive to make this internship as realistic and informative as possible.

### **Intern's Responsibilities**

- Explore and justify the best pricing and options according to client's specifications
- Maintaining data (statistical and financial) records
- Work closely with vendors and customers
- Negotiate contracts or rates with travel service providers
- Requests booking from various travel agents or airlines with respective offers from each.
- Finalized the booking.
- Compares the quoted prices.
- Other duties as assigned

## **Requirements**

**a) Educational Background:** Bachelor's degree in Tourism and Hotel Management, Tourism & Hospitality Management, Social Science or in any discipline.

**b) Language Proficiency**

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

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

- Strong ability to manage time and prioritize tasks
- Excellent business communication and ICT skills
- Good proficiency in MS, Excel
- Effective Interpersonal Skills