

## **BRAC Internship Description**

**Programme/Enterprise:** Skills Development Programme

**Project/Unit:** BRAC ISD Online (Operations)

**Duration:** 3 Months

**Application Deadline:** 18 March 2023

**Starting Date:** 22 March 2023

**Location (Office & Floor):** 8<sup>th</sup> Floor, Kaderia tower, 75 Mohakhali, Dhaka 1212

**Working Hours:** 8.30am – 5.00pm

**Monthly Stipend:** BDT 5000

## **Programme/Enterprise Description**

BRAC Skills Development Programme (SDP) is providing technical and employability skills through training for underprivileged youth and entrepreneurs. SDP has reached out to **320,289** youth to date. Among them **58.52%** are women. SDP worked on **46** districts covered with training on **43** formal and informal trades. SDP ensures 80% job placement for the learners. 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**

BRAC ISD Online is a digital learning platform initiated by BRAC Skills Development Programme (SDP), in Bangladesh. The demand for competent and skilled professionals is rapidly increasing in Bangladesh. Although many institutions provide skills training courses through online and offline platforms, the gap remains to assist a huge number of enthusiastic learners. To fill that gap, we encourage and support young people to pursue skills-development training through several multinational training partners. We ensure training and certification at par with global standards and facilitate linkage with the job market. We equip our graduates with trade-relevant skills, knowledge, and soft skills to instill them with a competitive edge. Our interactive live sessions and virtual classes allow learners to engage with the best trainers and counselors.

## **Purpose of Internship** (including learning outcomes)

BRAC SDP is looking for someone to support the BRAC ISD Online team from HO. This internship will provide an individual with an excellent opportunity to work with a dynamic team and gain firsthand exposure to broader developmental issues, including the aforementioned project. The purpose of an internship is to provide real-world experience that enables the intern to gain professional experiences and putting their learned theoretical approaches to live actions. This internship will help the intern to work in a professional environment and will act as a career guidance. The learning outcomes are as followed:

- Explore career alternatives prior to graduation
- Integrate theory and practice
- Assess interests and abilities in their field of study
- Learn to appreciate work and its function in the economy
- Develop work habits and attitudes necessary for job success
- Develop communication, interpersonal and other critical skills in the job interview process
- Build a record of work experience

### **Intern's Responsibilities**

- Regular update of the learner placement details to the Learner Database spreadsheet
- Keep track of real-time and summarized learner databases, including detailed record of attendance, assessment, certification, with the assistance of respective Training Support Providers (TSP)
- Assist in regular update of the BRAC ISD Online Website and Backend Data
- Maintain frequent communication with marketing team regarding the lead campaigns
- Support the query management team on a regular basis upon requirements
- Call follow-ups for conversion in case of emergency batch placement
- Assist in class monitoring
- Continuous monitoring of the website and searching further development scopes
- Research for content development
- Assist in searching probable new courses from IT and Soft Skills trades
- Any other support required by the supervisor

### **Requirements**

#### **a) Educational Background**

Bachelor in any discipline from any recognized university with minimum all second class/ division or equivalent GPA/ CGPA in all academic examinations. All courses should be completed except for the internship.

#### **b) Language Proficiency**

- Bangla
  - Spoken: High
  - Written: High

- English
  - Spoken: High
  - Written: High

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

- Excellent verbal and written communication skills
- Intermediate Programming Knowledge
- Excellent analytical skills
- Excellent in operating Microsoft Office, Google Workspace and Social media platforms
- Critical thinking
- Problem solving mindset
- Understanding of key development issues in the context of urban and rural Bangladesh
- Excellent team player with necessary organizational skills
- Ability to work under strict deadlines

d) **Working/Volunteering Experience:** Relevant Experience will be a plus point