

BRAC Internship Description

Programme/Enterprise: BRAC International

Project/Unit: Safeguarding and Organisational Culture, Human Resource Department (HRD), BRAC International

Duration: 03 Months

Application Deadline: 16 April 2024

Starting Date: 17th April 2024

Location: 14th floor, BRAC Centre, 75 Mohakhali, Dhaka-1212

Working Hours: 8:30 AM to 5:00 PM (Sunday to Thursday)

Monthly Stipend: BDT 8000/-

Programme/Enterprise Description

BRAC is a development success story, born in Bangladesh and expanding into 10 other developing countries in Asia and Africa. It spreads anti-poverty solutions making it a global leader in providing opportunities for the world's poor.

BRAC was founded in Bangladesh in 1972 by Sir Fazle Hasan Abed, and is today one of the top leaders in developing cost-effective, evidence-based poverty innovations in extremely poor, fragile and post-disaster settings. BRAC started its first programme outside of Bangladesh in Afghanistan in 2002 through its Dutch registered Stichting BRAC International. BRAC International is currently reaching over 19 million people beyond Bangladesh and creating opportunities to break the cycle of poverty.

Project/Unit Description

The Safeguarding and Organisational Culture unit, operating under the Human Resource Department of BRAC International, functions independently from BRAC Bangladesh. This unit is dedicated to fostering a safe and inclusive organisational environment across BRAC International's operations in Asia and Africa.

Purpose of Internship (including learning outcomes)

This internship is intended to give fresh graduates a practical, hands-on experience in the area of Safeguarding and Organisational Culture under HRD. The intern will support BRAC International team to implement Safeguarding and Organisational Culture related activities that include strengthening the organisation's capacity to promote a positive and inclusive culture and to develop and implement policies, procedures and measures which meet international standards while also being locally relevant.

Intern's Responsibilities

- Exchange information to and from countries on safeguarding and organisational culture related matters, for example, monthly reports, safeguarding quiz, and new initiatives
- Organise virtual meetings with country safeguarding focal points
- Develop PPT presentations on different policy and strategy documents
- Support the development of training materials and IEC materials for safeguarding and organisational culture related activities
- Write meeting minutes and circulate among relevant participants
- Contribute to the implementation of safeguarding and organisational culture related activities
- Assist and follow up with the IT department and the system in response to the case management challenges faced by BI countries
- Any other assignment given by the supervisor

Requirements

a) Educational Background

- Level: Bachelor's or Master's degree
- Subject: Development Studies/Social Sciences/ HRM or relevant field from reputed universities in Bangladesh or abroad.

Language Proficiency

English

- Spoken: Fluent
- Written: Advanced

Bangla

- Spoken: Fluent
- Written: Basic

b) Knowledge/Skills/Competencies:

- Proactive and efficient
- Able to work collaboratively with geographically dispersed colleagues
- Excellent interpersonal, communication skills
- IT skills (MS Office Suite)
- Good prioritization skills and multitasking ability
- Interest in the development sector and exposure to multicultural perspectives

c) Work/Volunteering Experience: N/A