

BRAC Internship Description

Programme/Enterprise: Social Compliance Programme

Duration: 3 months

Application Deadline: 18.04.2024

Starting Date: 28.04.2024

Location (office): BRAC Centre (HO)

Working Hours: 8 hours

Monthly Stipend: BDT 8000

Programme/Enterprise Description

BRAC Social Compliance programme is designed to support organisations in both the RMG and private sectors by providing them with a comprehensive range of services to ensure rights at work. With a team of experienced trainers and facilitators, the programme adopts a contemporary and effective training curriculum that emphasises on soft skills development, leadership training, workplace harassment prevention, safety awareness, safety management systems and anti-bribery, with an end goal of changed behaviour and conducive work environment for all.

Project/Unit Description

The intern will support the team in training field visits in all projects of the programme.

Purpose of Internship (including learning outcomes)

The primary role of the intern is to support trainers to conduct training programmes in the RMG factories on workplace harassment prevention, supervisory skills and other related orientation sessions to the factory staff, especially mid-management. The intern will also support in drafting field visit reports to be shared with the factory management and design training materials for the training sessions. The intern will get hands on experience in conducting training sessions in the field to the RMG factories, learn to develop training materials and knowledge management products and gather knowledge on designing factory visit reports.

Intern's Responsibilities

- Support trainers by going to field visits in RMG factories for training sessions
- Develop factory visit reports after the training sessions
- Support in designing and developing training materials when needed
- Support team members in any other related tasks when required

Requirements

a) Educational Background

Level: Complete graduation is mandatory (Final semester students are discourage to apply)
Subject: Economics, Development Studies, Business Studies, Anthropology, or any Social Science related subject.

b) Language Proficiency

Bangla

- Spoken: Excellent
- Written: Excellent

English

- Spoken: Excellent
- Written: Excellent

c) Knowledge/Skills/Competencies: Good communication skills, advanced level knowledge in using Microsoft package (PowerPoint, Excel, Word, etc.)

d) Work/Volunteering Experience: University club experience, volunteer in non-profits, etc. is preferred.