

## **BRAC Internship Description**

**Programme/Enterprise:** Learning and Leadership Development

**Project/Unit:** Internship Unit

**Duration:** 3 months

**Application Deadline:** 23 May 2026

**Starting Date:** 7 June 2026

**Location:** 20<sup>th</sup> floor, BRAC Centre, 75 Mohakhali, Dhaka 1212

**Working Hours:** 8.30am – 5.00pm (Sunday - Thursday)

**Monthly Stipend:** BDT 8000

### **Programme/Enterprise Description**

BRAC Learning and Leadership Development (BLLD) is responsible for augmenting the capacity and professionalism of BRAC staff and programme participants through a wide range of human development and management training. BLLD's working group approach to developing demand-driven training courses for different BRAC programmes helps achieve programme goals more effectively.

### **Project/Unit Description**

In BRAC, the Internship Unit creates learning opportunities for undergraduate/ fresh graduate students to gain experience through our different programmes. BRAC has Development Programmes, Support Programmes and BRAC Enterprises. Also, we have BRAC International and it operates in 11 different countries. Throughout the year we recruit interns for different programmes based on the need of Programme. Interns work for 3 months in a programme. BRAC offers two distinct internship programs: the renowned BRIDGE Internship Programme and a Regular internship initiative.

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

The purpose of this unit is looking for talented, motivated and enthusiastic graduates who are interested in pursuing a career in the development sector. The programme offers the opportunity for young talents to contribute their knowledge and expertise to add value to the organization in different functional areas.

Through completion of this internship, the intern will gain knowledge on planning and implementing projects, documentation and learn how to recruit an intern.

### **Intern's Responsibilities**

- Support to the overall project implementation team
- Assisting in recruitment process
- Assisting in Onboarding Interns
- Assisting in arranging periodic workshops
- Assisting the employer branding team
- Bring creative ideas and energy to the position
- Assist in documentation of Interns personal data

- Assist in day-to-day operational activities of Internship unit
- Make phone calls and send emails to candidates, and follow up on the commitments and decisions made

## **Requirements**

### **a) Educational Background**

- Level: Bachelor's Degree
- Subject: Bachelors in Business Administration  
Concentration: Human resource management

### **b) Language Proficiency**

Bangla

- Spoken: Fluent
- Written: Advanced

English

- Spoken: Fluent
- Written: Advanced

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

- IT skills (Advanced MS Word, PowerPoint, Excel, internet browsing skills) •  
Familiarity with Google Docs and Google Drive
- Communication skills

### **d) Work/Volunteering Experience:** Participation in University Club/Organisation