

Internship Opportunity



Inspiring Excellence

Centre for Peace and Justice

Position Title: Intern	Starting from: April, 2023
Work Station: Dhaka, Bangladesh	Duration: 3 Months

BACKGROUND:

Centre for Peace and Justice (CPJ) is a multidisciplinary academic institute, which promotes global peace and social justice through quality education, research, training and advocacy. CPJ is committed to identifying and promoting sustainable and inclusive solutions to a wide range of global concerns and issues, including fragility, conflict and violence.

CPJ is pleased to offer an internship opportunity to the enrolled undergraduate students on a quarterly basis in January, April, July, and October. The intern will be able to gain experience in working with a multidisciplinary academic institute. After successfully completing the internship, he/she will have strengthened knowledge in research areas focusing on peace and fragility, social justice and open society, as well as professional skills in communication, capacity development and material development according to the Terms of Reference stated below.

JOB RESPONSIBILITIES:

- Support research activities in CPJ;
- Support Capacity building team in CPJ;
- Translating and transcribing;
- Contribute to prepare reports for various events;
- Attend meetings and help to prepare meeting notes;
- Assist in communication and visibility materials development;
- Support on activities to celebrate various International Day celebrations;
- Supporting in logistics and administrative works;
- Other operational tasks assigned by the management.

DELIVERABLES:

- Prepare own activity plan
- Prepare a timesheet
- Complete all assigned tasks
- Prepare an internship report

QUALIFICATIONS/SKILLS:

- Must be enrolled in the last semester of undergraduate programme;
- Excellent Command over written and oral English and Bangla;
- Excellent IT skills is a requirement;
- Must have excellent interpersonal skills,
- Must be a great team player;
- Ability to multitask and meet deadlines;
- Attention to detail and problem-solving skills;

Deadline of Application Submission: A CV along with a motivation letter should be sent to cpj@bracu.ac.bd by 21st March, 2023 mentioning name of position in the subject line;

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- Please note that only short-listed candidates will be called for interview by 28th March 2023
 - CPJ is an equal opportunity employer and maintains 'zero tolerance' regarding sexual harassment
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