

# Riedwan Aritro Internship



Inspiring Excellence

Centre for Peace and Justice

<b>Position Title:</b> Intern	<b>Starting from:</b> January, 2024
<b>Work Station:</b> Dhaka, Bangladesh	<b>Duration:</b> 2 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 named Riedwan Aritro Internship to enroll fresh graduate students every quarter of the year. The intern will be able to gain experience in working with a multidisciplinary institute. The objective of the Riedwan Aritro Internship is to support activities in CPJ. The intern will also be required to assist with communications, research, capacity building, logistics and administrative tasks, and perform other operational duties assigned by the management.

**Riedwan Aritro Internship:** Riedwan Habibur Rahman was born in 1996 in Faridpur. Riedwan joined CPJ in 2018 as Research Assistant and at the time of his sudden demise, he was working as a Research Associate. To commemorate the time Riedwan shared with the team, CPJ has taken initiative to continue 'Riedwan Aritro Internship' programme. We hope that all Interns who will join us through this internship will bring the same passion and light as Riedwan did while his working career with CPJ, BRAC University.

## 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 and
- 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:

- Fresh graduate students;
- Excellent Command over written and oral English and Bangla;
- Must have Bangla (Bijoy) typing skills;
- 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:** CV along with a motivation letter should be sent to [cpi@bracu.ac.bd](mailto:cpi@bracu.ac.bd) by 14<sup>th</sup> January, 2024 mentioning name of position in the subject line;

- 
- *Please note that only short-listed candidates will be called for interview by 18<sup>th</sup> January 2024*
  - *CPJ is an equal opportunity employer and maintains 'zero tolerance' regarding sexual harassment*
-