

EXTERNAL

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Amnesty International  
International Secretariat  
1 Easton Street  
London WC1X 8DJ  
United Kingdom

TO: All Sections

FROM: Personnel Office

DATE: 16 February 1993

RECRUITMENT: @EXECUTIVE ASSISTANT (INDIA)

Amnesty International needs an Executive Assistant to work on India in the Research Department at the International Secretariat in London.

The Executive Assistant's primary responsibility is to advise and service Amnesty International's worldwide membership on human rights concerns in India. The work includes drafting background information and recommending actions on behalf of prisoners.

A background knowledge of India, good English and typing and filing skills are essential. Knowledge of Hindi and/or another Indian language is highly desirable. Candidates must be able to work in a team, often under pressure, and to use initiative.

**SALARY: £16,255 per annum**

**CLOSING DATE FOR RECEIPT OF APPLICATION FORMS: 5 APRIL 1993**

For further information and an application form, please contact:  
(quoting Ref No: RD - 3)  
Personnel Office Amnesty International  
1 Easton Street  
London WC1X 8DJ  
Telephone: 071 837 3805 (24 hr ansaphone)

**RECOMMENDED ACTION**

Please circulate details of this vacancy as widely as possible to interested parties asking them to contact the personnel Office at the above address.