EXTERNAL

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Amnesty International
International Secretariat
1 Easton Street
LONDON WC1X 8DJ

TO: ALL SECTIONS

FROM: PERSONNEL OFFICE

DATE: 20 MAY 1993

RECRUITMENT: EXECUTIVE ASSISTANT - AFRICA

Amnesty International needs an Executive Assistant for one of its research teams, working on Africa, based at its International Secretariat in London. The team deals with several countries in the Horn and Sub-Saharan East Africa.

The Executive Assistant's primary responsibility is to recommend appropriate forms of action to Amnesty International members and to assist in collecting information about victims of human rights abuse.

Candidates must have the ability to prepare imaginative membership actions and have experience of accurate typing and a systematic approach to data handling. Knowledge of Africa region and fluent English are essential, as are the ability to work in a multicultural environment as part of a team, often under pressure, and to use initiative. Good Arabic is desirable and French would also be an advantage.

SALARY **£16.250 p.a**

CLOSING DATE **19 JULY 1993**

For further information and and an application form, please contact
(quoting reference No: RD - 13)
Personnel Office
Amnesty International
International Secretariat
1 Easton Street
London
WC1X 8DJ
Tel (071) 837 3805

RECOMMENDED ACTION

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