

EXTERNAL

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Amnesty International
International Secretariat
1 Easton Street
LONDON WC1X 8DJ

TO: ALL SECTIONS

FROM: PERSONNEL OFFICE

DATE: 21 JUNE 1993

RECRUITMENT: SUB-EDITOR - PRESS AND PUBLICATIONS - MEDIA UNIT

Amnesty International needs a sub-editor for its Media Unit based at its International Secretariat in London. The Media Unit is part of the Press and Publications Department which is responsible for the production and distribution of Amnesty International publications. The Sub-editor is primarily responsible for sub-editing and proof-reading news, features and longer reports, and also provides administrative support within the editorial team.

Candidates must have experience of sub-editing on a newspaper or magazine and be able to work in a high pressure environment while maintaining good relationships with contributors and ensuring that they meet their deadlines.

Experience of layout and design using desktop publishing is essential as is the ability to work in a multicultural environment. Candidates must also be willing to undertake routine administrative tasks. Experience of dealing with bills and invoices would be an advantage.

CLOSING DATE FOR RECEIPT OF APPLICATION FORMS: 16 JULY 1993

For further information and an application form please contact:

(quoting reference no: PP - 3)

Personnel Office

Amnesty International

International Secretariat

1 Easton Street

LONDON WC1X 8DJ

Tel: (71) 837 3805 (24 hr ansaphone)

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.