

EXTERNAL

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Amnesty International
International Secretariat
1 Easton Street
LONDON WC1X 8DJ

TO: ALL SECTIONS

FROM: PERSONNEL OFFICE

DATE: 20 SEPTEMBER 1993

RECRUITMENT: ASSISTANT TO THE FRENCH LANGUAGE EDITOR

Amnesty International (AI) needs an Assistant to work with the French Language Editor at its International Secretariat in London.

You will be responsible for proofreading texts translated into French, research of terminology, filing, maintenance of computerized information systems, liaising with the Francophone section of AI and external translators.

You will also assist the Editor in the translation of documents from English into French. Candidates should have excellent French and English, be able to organize their own work and pay meticulous attention to detail. Fast and accurate typing and experience of wordprocessing is essential, knowledge of DTP an advantage. Previous experience of proofreading and translation work in a professional capacity is also required. Cultural sensitivity and ability to work to deadlines under pressure also essential.

SALARY: £16,513.67 per annum

CLOSING DATE: 29 OCTOBER 1993

For further information and an application form, please contact
Personnel Office

Amnesty International
International Secretariat
1 Easton Street
LONDON WC1X 8DJ

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

PLEASE QUOTE REFERENCE PP - 5 IN ALL CORRESPONDENCE

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.