

EXTERNAL

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

TO: All Sections

FROM: Personnel Office

DATE: 20 June 1991

RE: RECRUITMENT - EXECUTIVE ASSISTANT
(Albania, Yugoslavia, Romania, Hungary)

Amnesty International (AI) needs an Executive Assistant (EA) to work in its International Secretariat in London. The EA's primary responsibility is to advise and service AI's worldwide membership on human rights concerns. That includes recommending actions on behalf of prisoners and assisting the researcher in gathering information and in the preparation of written materials on human rights violations in the appropriate countries. Fluent English, the ability to do own filing is essential as is the ability to work in a team, often under pressure and use own initiative.

Knowledge of the region and at least one of the languages of the region, preferably Albania or Romania, is essential.

CLOSING DATE: 12 AUGUST 1991 REF NO: RD-19

SALARY: £14,917 p.a.

For further information and an application form, please contact (quoting Ref No: RD-19)
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 the Personnel Office at the above address.

