

EXTERNAL

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

TO: All Sections

FROM: Personnel Office

DATE: 29 October 1992

RECRUITMENT: UN OFFICE ASSISTANT (GENEVA)

Amnesty International seeks a UN Office Assistant to work with its UN Representative in Geneva. In the absence of the UN Representative, the assistant will represent Amnesty International.

The work will include distributing Amnesty International information to appropriate members, groups and organisations within the UN, obtaining relevant information from the UN and transmitting it to the international headquarters in London, monitoring UN meetings, day-to-day administration of the UN Office and providing secretarial and administrative back-up to the UN Representative.

The Office Assistant must be well organised and be able to work under pressure, as part of a small autonomous two-person team, setting his or her own priorities. Fast and accurate typing and excellent communication skills are essential. Good word processing skills are highly desirable. A high standard of oral and written English and French is essential and a good knowledge of Spanish and/or Arabic is desirable.

SALARY: starting at £16,250 p.a.

CLOSING DATE: 4 DECEMBER 1992 REF NO: RD-12

For further information and an application form, please contact
(quoting Ref No: RD-12)
Personnel Office Amnesty International
International Secretariat
1 Easton Street, London WC1X 8DJ United Kingdom
Tel: (0)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 the Personnel Office at the above address.