

EXTERNAL

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

TO: All Sections

FROM: Personnel Office

DATE: 22 November 1993

RECRUITMENT: UN ASSISTANT (NEW YORK)

Amnesty International seeks a UN Assistant to work with its UN Representative in New York. The work will include following developments of concern to AI at the UN, distributing Amnesty International information to appropriate member governments, officials and organisations within the UN community, 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. In the absence of the UN Representative the Assistant will represent AI and provide appropriate cover for the Representative.

The UN 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. A high standard of oral and written English and French is essential and a good knowledge of French, Spanish and/or Arabic is desirable.

SALARY: £16,513 P.A. PLUS COST OF LIVING AND HOUSING ALLOWANCE

CLOSING DATE FOR RECEIPT OF APPLICATION FORMS: 15 January 1994

For further information and an application form, please contact (quoting Ref No: RD-20)
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.