EXTERNAL

AI Index ORG 63/19/92 Distr SC

Amnesty International International Secretariat 1 Easton Street LONDON WC1X 8DJ

TO: ALL SECTIONS

FROM: PERSONNEL OFFICE

DATE: 26 NOVEMBER 1992

RECRUITMENT: MEMBERSHIP DEVELOPMENT ASSISTANT - AMERICAS

Amnesty International needs a Membership Development Assistant (MDA) to work in a team of three people on Latin America. The MDA is based at the International Secretariat in London and supports the Membership Development Coordinator by liaising with Amnesty International membership structures in the region. S/he carries out various administrative tasks relating to the provision of Amnsety International materials tomembership in the region and organizes the work of the team in the absence of the Membership Development Coordinator. This is a busy and varied post involving occasional travel. The MDA is expected to do his/her own typing and filing.

Candidates must have knowledge and/or experience of Latin America as well as fluent written and spoken English and Spanish. Previous activity in Amnesty International or another similar voluntary organization highly desirable. Good typing essential.

SALARY £16.250 p.a

CLOSING DATE 4 JANUARY 1993

For further information and and an application form, please contact (quoting reference No: CMD - 9)
Personnel Office
Amnesty International
International Secretariat
1 Easton Street
London
WC1X 8DJ
Tel (071) 837 3805
Fax (071 956 1157

RECOMMENDED ACTION

Please circulate details of this vacancy as widely as possible to interested parties asking them to FAX their completed application forms to Personnel Office at the above address and fax number.