

EXTERNAL

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Amnesty International
International Secretariat
1 Easton Street
London WC1 8DJ
United Kingdom

TO: All Sections

FROM: Personnel Office

DATE: 20 June 1991

RE: RECRUITMENT SERVICES ASSISTANT - (USSR)

Amnesty International (AI) needs an Executive Assistant 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 material 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.

A background knowledge of the USSR and good Russian is essential. Knowledge of French, German or other languages of the USSR an asset.

CLOSING DATE: 12 AUGUST 1991 REF NO: RD-18

SALARY: £14,917 p.a.

For further information and an application form, please contact (quoting Ref No: RD-18)

Personnel Office
Amnesty International
International Secretariat
1 Easton Street
London WC1 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.