

EXTERNAL

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Amnesty International
International Secretariat
1 Easton Street
LONDON WC1X 8DJ
UNITED KINGDOM

TO: ALL SECTIONS
FROM: PERSONNEL OFFICE
DATE: 4 JANUARY 1994
RECRUITMENT: MEMBERSHIP TEAM ASSISTANT - AMERICAS

Amnesty International (AI) campaigns for human rights through its worldwide membership. The Membership Unit needs a Team Assistant to support the work of staff responsible for the development of awareness of human rights and AI, and the establishment of AI campaigning structures in Latin America. You will provide day-to day administrative support, and handle routine correspondence with AI members and supporters. You will need good typing and excellent office skills, including the ability to maintain and develop filing systems. Good English and fluent Spanish are essential, knowledge of Latin America is desirable. Ability to work as part of a team in a multicultural environment also required.

SALARY: £14,290.per annum

CLOSING DATE FOR RECEIPT OF APPLICATION FORMS: 28 JANUARY 1994

For further information and an application form please send S.A.E to: Personnel Office, Amnesty International, International Secretariat, 1 Easton Street, London WC1X 8DJ or Tel: (71) 837 3805 (24 hour ansaphone)

PLEASE QUOTE REFERENCE CMD - 3 IN ALL CORRESPONDENCE

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.