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EXTERNAL

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

TO: All Sections
FROM: Personnel Office
DATE: 16 February 1993
SUBJECT: @RECRUITMENT: CAMPAIGNING ASSISTANT (URGENT ACTIONS TEAM)

Amnesty International (AI) has to act fast to stop torture to protect people whose life is at risk. "Urgent Actions" are AI's quickest form of appeal for members worldwide to take action. An assistant is needed in the two-person Urgent Actions office to edit draft appeals for action and then format them for transmission which requires keyboarding and use of electronic mail.

S/he also organises further rapid despatch to AI offices in over 60 countries by fax and post and has a more general responsibility for coordinating action by individual members. The job demands considerable skill in written English, requiring very fast and accurate editing of draft material for clarity and to match guidelines on contents, length and layout.

The post needs someone who can work fast under pressure, deal with stress yet pay meticulous attention to detail, diplomatically negotiate amendments to copy in emergency situations whilst insisting on accuracy and maintaining standards. Excellent keyboard skills is essential. Also good administrative skills are required for filing and keeping office records. The ability to work in a multicultural environment as part of a team is essential. Knowledge of French or Spanish is desirable. Willingness to undertake routine tasks is also essential. YOU MUST BE WILLING TO WORK UNTIL 6.30pm REGULARLY.

SALARY: £16,255 per annum

CLOSING DATE FOR RECEIPT OF APPLICATION FORMS: 19 MARCH 1993

For further information and an application form, please contact:

(quoting reference No: CMD - 4)

Personnel Office, Amnesty International, International Secretariat
1 Easton Street

LONDON WC1X 8DJ

Tel: (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.