

JOB DESCRIPTION
AMNESTY INTERNATIONAL

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JOB TITLE	Global Assembly Production Assistant
LOCATION	Prague, Czechia
JOB PURPOSE	To provide administrative and logistical support to the Global Assembly team in the International Secretariat and to support with all areas needed to be the host section with Amnesty International Czechia. The role will provide assistance in the preparations for, and successful delivery of, the annual Amnesty International Global Assembly Meeting attended by 300 delegates of the Amnesty International Movement from over 60 countries.
WORKING RELATIONSHIPS	<p>Reporting to Global Assembly Events Manager & AI Czechia office and finance manager</p> <p>Posts this job manages None</p> <p>Other key relationships Global Assembly Event Coordinator, Global Assembly Coordinator and other members of the Legal and Governance team, AI Czechia office and finance manager, director, coordinator of activism, international governance committee members, entity chairs and directors, senior IS directors, other IS teams including Finance, Procurement, IT and the Language Resource Centre (LRC).</p>
USEFUL INFORMATION	<ul style="list-style-type: none"> • This is a fixed-term contract position until end of November 2025 – to start as earliest as possible. • A high level of spoken and written English and Czech is essential. • Flexibility is key in this role as late night / early morning working may be required to liaise with international delegates and volunteer committee members and occasional weekend working may be scheduled with time off in lieu of any extended hours worked. • The post holder will be required to attend the four-day Global Assembly Meeting in Prague in late July 2025, supporting with the onsite delivery of the event. It will involve being onsite for a period of up to one week.
MAIN RESPONSIBILITIES	<ul style="list-style-type: none"> • To support the Global Assembly team and AI Czechia with all administrative and logistical requirements to deliver the Global Assembly Meeting. • To have a working knowledge of visa processes, producing supporting paperwork and liaising with embassies as appropriate. • To support with the recruitment of local volunteers to assist at the Global Assembly: Creating the rota, liaising with volunteers and arranging all necessary logistics for their participation. • To support AI Czechia to organise any details to deliver any activities at the Global Assembly. • To respond to delegate enquiries in a timely and sensitive manner. • To maintain accurate and timely records of all interactions with meeting delegates. • To help develop and maintain a web-based delegate registration system, providing delegate trouble-shooting support as required. • To assist with drafting and creating content for the GA Meeting website, helping review and maintain key web pages as appropriate. • To assist in the ongoing production, management and distribution of delegate event documentation and general communications. • To liaise with LRC colleagues, to ensure event related translations are sent, and returned. • the event information pack including local perspective. • To research and liaise with local suppliers. • To coordinate internal and external meetings with various GA Meeting stakeholders as required. • To play a key role on site at the GA Meeting, supporting colleagues and event delegates throughout to ensure successful event delivery for all stakeholders. • To assist in budget reviewing, and delegate recharges and fare-pooling, post event. • To undertake other tasks as required to assist and support the work of AI Czechia as a host location.

SKILLS AND EXPERIENCE

- Highly organised with strong administrative skills, including document management, financial record keeping and calendar management experience.
- Strong proofing skills, including visa application correspondence and web page copy.
- Previous experience of assisting in the organisation of in-person events for up to 300 international delegates is highly desirable.
- Experience working with on-line registration systems and delegate / event management databases, including data entry is desirable.
- Experience of working with multicultural and diverse stakeholders and contracted suppliers. (desirable).
- Experience of working with volunteers (desirable).
- Excellent verbal and written communication skills.
- Strong customer service experience, with a friendly and courteous telephone manner.
- Great problem solving and strong organisational skills, with an excellent eye for detail.
- A high level of spoken and written English and Czech is essential.
- Strong IT skills with working knowledge of packages including SharePoint and Microsoft Office suite.
- Ability to work on own initiative and as part of a team.
- Strong flexibility around working and reacting to constantly evolving plans.
- Ability to work well under pressure and meet tight deadlines.
- Excellent time keeping.
- Able to work extended hours as required and expected in support of live meetings for the GA.

HOW WE WORK – OUR BEHAVIOURS:

Our organisational culture; which essentially represents how we behave, our working relationships and our ability to collaborate as a movement, underpins everything we do and is pivotal to the success of our impact. Our five behaviours form the basis of the type of culture we want to have in Amnesty:

- **Accountable** - I consistently strive to reach my goals in a thorough, timely way that I can be proud of, and I empower others to do the same.
- **Considerate** - I support my colleagues and try to find out what motivates them to do their best, and what pressures they are under, so that I can consider this when we work together.
- **Creative** - I continuously look for new and creative solutions and encourage others' ideas so that we can adapt and succeed in an ever-changing and uncertain global environment
- **Decisive** - I make sound judgements within my work so that a project or activity can progress with pace and confidence.
- **Respectful** - I treat my colleagues with equality and dignity, and assume they have integrity. I value the different perspectives of my colleagues as well as my own and show them that their contributions and expertise matter.

EQUALITY STATEMENT

Equality and diversity is at the core of our values and staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

CONFLICT OF INTEREST

Public or other activity, affiliation to or support for any group or organization, personal association or other factor which may generate a real or perceived conflict of interest with Amnesty International's principles (specifically independence and impartiality), or raise a security concern, or otherwise prevent the candidate from carrying out key functions of the specific post and would therefore disqualify the candidate from being appointed.

Estimated salary – 37 500 CZK per month