

POSITION DESCRIPTION

ASSISTANT SECRETARY FOR AFRICAN AFFAIRS, DEPARTMENT OF STATE

OVERVIEW	
Senate Committee	Foreign Relations
Agency Mission	The Department of State is the lead institution for the conduct of American diplomacy and the secretary of state is the president's principal foreign policy advisor. ⁱ
Position Overview	The assistant secretary of state for African affairs focuses on the development and management of U.S. policy concerning the African continent. There are four foundational pillars of U.S. policy toward Africa: strengthening democratic institutions, supporting African economic growth and development, advancing peace and security, and promoting opportunity and development. ⁱⁱ
Compensation	Level IV \$161,900 (5 U.S.C. § 5315) ⁱⁱⁱ
Position Reports to	Undersecretary of State for Political Affairs ^{iv}
RESPONSIBILITIES	
Management Scope	The budget for the Bureau of African Affairs was \$210.058 million in fiscal 2015.
Primary Responsibilities	<ul style="list-style-type: none"> • Serves as a principal advisor to the secretary of state and the deputy secretaries • Is responsible for the general conduct of the U.S. foreign policy and diplomatic relations with African states and for working with regional organizations • Implements U.S. policy toward Africa as directed by the president and secretary of state • Provides timely information and advice to the secretary on the overall direction, coordination and supervision of the interdepartmental activities of the U.S. government in Africa • Testifies before congressional committees, appears in the media, manages the Bureau of African Affairs and provides guidance to U.S. diplomatic missions in the region • Provides instructions to ambassadors, follows up on reporting and communicates with the Washington diplomatic corps • Coordinates with the department's global AIDS coordinator, policy planning staff, coordinator for reconstruction and stabilization, assistant secretary for intelligence and research, and coordinator for counterterrorism as well as with senior personnel at the White House and other departments and agencies • Serves as a member of the board of directors of the African Development Foundation^v

Strategic Goals and Priorities	[Depends on the policy priorities of the administration]
REQUIREMENTS AND COMPETENCIES	
Requirements	<ul style="list-style-type: none"> • Experience in the region, and broad familiarity with regional leaders • Government experience • Strong relationships and stature with stakeholders on Capitol Hill and other parts of government
Competencies	<ul style="list-style-type: none"> • Ability to work well with counterparts in foreign policy positions • Excellent leadership skills • Ability to think strategically yet also accomplish the department's operational priorities • Energy for frequent travel • Strong communication and interpersonal skills • Ability to work under high pressure • Ability to handle sensitive matters • Excellent negotiation skills • Ability to work across partisan lines
PAST APPOINTEES	
Linda Thomas Greenfield (2013 to present): Director General of the Foreign Service and Director of Human Resources; U.S. Ambassador to Liberia; Principal Deputy Assistant Secretary of State for Bureau of African Affairs ^{vi}	
Johnnie Carson (2009 to 2013): National Intelligence Officer for Africa at the National Intelligence Council; Senior Vice President of the National Defense University; U.S. Ambassador to Kenya ^{vii}	
Jendayi Elizabeth Frazer (2005 to 2009): Ambassador Extraordinary and Plenipotentiary to South Africa; Special Assistant to the President and Senior Director for African Affairs on the National Security Council; Assistant Professor for Public Policy at the Kennedy School of Government ^{viii}	

ⁱ Partnership for Public Service agency profile

ⁱⁱ <https://www.state.gov/p/af/188266.htm>

ⁱⁱⁱ 2017 data

^{iv} <https://www.state.gov/r/pa/ei/rls/dos/99484.htm>

^v <http://sharepoint/partnership/Shared%20Documents/Ready%20to%20Govern/Appointments/OPM%20PDs/STATE/Assistant%20Secretary%20of%20State%20African%20Affairs.pdf>

^{vi} <https://www.state.gov/r/pa/ei/biog/189469.htm>

^{vii} <http://www.usip.org/experts/johnnie-carson>

^{viii} https://en.wikipedia.org/wiki/Jendayi_Frazer#Background



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POSITION DESCRIPTION

**ASSISTANT SECRETARY FOR EAST ASIAN AND PACIFIC AFFAIRS,
DEPARTMENT OF STATE**

OVERVIEW	
Senate Committee	Foreign Relations
Agency Mission	The Department of State is the lead institution for the conduct of American diplomacy, and the secretary is the president's principal foreign policy advisor.
Position Overview	The assistant secretary for East Asian and Pacific affairs directs, coordinates and supervises U.S. government activities within the region on political, economic, consular, public diplomacy and administrative management issues. ⁱ
Compensation	Level IV \$161,900 (5 U.S.C. § 5315) ⁱⁱ
Position Reports to	Undersecretary of State for Political Affairs
RESPONSIBILITIES	
Management Scope	In fiscal 2015, the Bureau of East Asian and Pacific Affairs had an actual budget of \$134.167 million, and in 2013 it had 1,545 total employees (including overseas staff). ⁱⁱⁱ
Primary Responsibilities	<ul style="list-style-type: none"> • Serves as principal advisor to the secretary of state and the deputy secretaries on U.S. foreign policy involving countries of the Far East and regional organizations, including the Association of Southeast Asian Nations <ul style="list-style-type: none"> ○ Regional policy issues include: trade and investment; security and defense cooperation; disaster relief; and human rights as well as global threats such as terrorism, trafficking and proliferation • Conducts diplomacy and negotiates with East Asian and Pacific governments; coordinates across agencies; testifies before Congress; appears in the media; addresses foreign and domestic audiences; manages the bureau; and provides guidance to U.S. diplomatic missions in the region • Supervises ambassadors and communicates with the U.S.-based diplomatic corps, business community and think tanks • Coordinates closely with relevant State Department offices and with senior officials responsible for Asia at the National Security Council, Department of Defense, and other departments and agencies^{iv}
Strategic Goals and Priorities	[Depends on the policy priorities of the administration]

REQUIREMENTS AND COMPETENCIES	
Requirements	<ul style="list-style-type: none"> • Experience in the region and broad familiarity with regional leaders • Government experience • Strong relationships and stature with stakeholders on Capitol Hill and other parts of government
Competencies	<ul style="list-style-type: none"> • Ability to work well with counterparts in foreign policy positions • Excellent leadership skills • Ability to think strategically yet also accomplish the department's operational priorities • Energy for frequent travel • Strong communication and interpersonal skills • Ability to work under high pressure • Ability to handle sensitive matters • Excellent negotiation skills • Ability to work across partisan lines
PAST APPOINTEES	
Daniel R. Russel (2013 to 2017): Special Assistant to the President and National Security Council Senior Director for Asian Affairs; Director of the Office of Japanese Affairs; U.S. Consul General in Osaka-Kobe, Japan ^v	
Kurt M. Campbell (2009 to 2013): CEO & Co-founder of the Center for a New American Security; Director of the Aspen Strategy Group; Chairman of the Editorial Board of the Washington Quarterly ^{vi}	
Christopher R. Hill (2005 to 2009): Head of U.S. Delegation to the Six Party Talks; Ambassador to the Republic of Korea; Ambassador to Poland	

ⁱ <https://fam.state.gov/FAM/01FAM/01FAM0130.html>

ⁱⁱ 2017 data

ⁱⁱⁱ <https://www.state.gov/documents/organization/252179.pdf>

^{iv} OPM

^v <https://www.state.gov/r/pa/ei/biog/212045.htm>

^{vi} <http://www.belfercenter.org/person/kurt-m-campbell-0>



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POSITION DESCRIPTION

**ASSISTANT SECRETARY FOR EUROPEAN AND EURASIAN AFFAIRS,
DEPARTMENT OF STATE**

OVERVIEW	
Senate Committee	Foreign Relations
Agency Mission	The Department of State is the lead institution for the conduct of American diplomacy, and the secretary is the president's principal foreign policy advisor.
Position Overview	The assistant secretary for European and Eurasian affairs serves as principal advisor to the secretary of state and the deputy secretaries responsible for the general conduct of U.S. foreign policy and relations with European and Eurasian states. The assistant secretary also is responsible for working with regional organizations, such as the North Atlantic Treaty Organization, Organization for Security and Cooperation in Europe, European Union and Organization for Economic Cooperation and Development, to enhance the work of the U.S.
Compensation	Level IV \$161,900 (5 U.S.C. § 5315) ⁱ
Position Reports to	Undersecretary for Political Affairs ⁱⁱ
RESPONSIBILITIES	
Management Scope	The Bureau of European and Eurasian Affairs (EUR) had an actual budget for fiscal 2015 of \$297.693 million. ⁱⁱⁱ The assistant secretary manages a Washington, D.C.-based staff of nearly 400 and an overseas staff of more than 7,000. ^{iv}
Primary Responsibilities	<ul style="list-style-type: none"> • Serves as principal advisor to the secretary of state and the deputy secretaries responsible for the general conduct of the United States foreign policy and relations with European and Eurasian states and leveraging regional organizations, such as the North Atlantic Treaty Organization, Organization for Security and Cooperation in Europe, European Union and Organization for Economic Co-operation and Development • Provides direction, coordination and supervision of the plans, programs, resources and performance of interdepartmental activities involving formulating and advancing U.S. policy toward the countries in Europe and Eurasia; manages the policy and operations of EUR; and provides guidance to U.S. diplomatic missions in the region • Provides instructions to ambassadors, follows up on reporting and communicates with the Washington diplomatic corps • Coordinates closely with the department's policy planning staff, the assistant secretary for intelligence and research, and the

	coordinator for counterterrorism, while also coordinating with senior officials at the White House and other departments and agencies
Strategic Goals and Priorities	[Depends on the policy priorities of the administration]
REQUIREMENTS AND COMPETENCIES	
Requirements	<ul style="list-style-type: none"> • Experience in the region and broad familiarity with regional leaders • Government experience • Strong relationships and stature with stakeholders on Capitol Hill and other parts of government
Competencies	<ul style="list-style-type: none"> • Ability to work well with counterparts in foreign policy positions • Excellent leadership skills • Ability to think strategically yet also accomplish the department's operational priorities • Energy for frequent travel • Strong communication and interpersonal skills • Ability to work under high pressure • Ability to handle sensitive matters • Excellent negotiation skills • Ability to work across partisan lines
PAST APPOINTEES	
Victoria Nuland (2013 to 2017): Special Envoy for Conventional Armed Forces in Europe; Faculty Member, National War College; Permanent Representative to the North Atlantic Treaty Organization ^v	
Phillip H. Gordon (2009 to 2013): Senior Fellow, U.S. Foreign Policy, Brookings Institution; Senior Fellow and Founding Director, Center on the United States and Europe, Brookings Institution; Director for European Affairs, National Security Council ^{vi}	
Daniel Fried (2005 to 2009): Special Assistant to the President and Senior Director for European and Eurasian Affairs, National Security Council; Principal Deputy Special Advisor to the Secretary of State for the New Independent States; Ambassador to Poland ^{vii}	

ⁱ 2017 data

ⁱⁱ <https://www.state.gov/r/pa/ei/rls/dos/99484.htm>

ⁱⁱⁱ <https://www.state.gov/documents/organization/252179.pdf>

^{iv} <http://www.cfr.org/experts/europe-elections-middle-east-and-north-africa/philip-h-gordon/b3115>

^v <https://2009-2017.state.gov/r/pa/ei/biog/214343.htm>

^{vi} <http://www.cfr.org/experts/europe-elections-middle-east-and-north-africa/philip-h-gordon/b3115>

^{vii} <https://www.state.gov/r/pa/ei/biog/46525.htm>



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POSITION DESCRIPTION

**ASSISTANT SECRETARY FOR INTERNATIONAL ORGANIZATION AFFAIRS,
DEPARTMENT OF STATE**

OVERVIEW	
Senate Committee	Foreign Relations
Agency Mission	The Department of State is the lead institution for the conduct of American diplomacy, and the secretary is the president's principal foreign policy advisor.
Position Overview	The assistant secretary for international organization affairs develops and implements U.S. policy in the United Nations, the U.N.'s specialized agencies and other international organizations.
Compensation	Level IV \$161,900 (5 U.S.C. § 5315) ⁱ
Position Reports to	Undersecretary for Political Affairs ⁱⁱ
RESPONSIBILITIES	
Management Scope	The Bureau of International Organization Affairs had an actual budget for fiscal 2015 of \$24.425 million. ⁱⁱⁱ The assistant secretary for international organization affairs oversees a large bureau of more than 100 people. While he or she does not manage a particularly large budget, the assistant secretary is responsible for tracking the spending of significant sums of money by multilateral organizations and missions.
Primary Responsibilities	<ul style="list-style-type: none"> • Develops and implements U.S. policy in the United Nations, the UN's specialized agencies and other international organizations • Plays a critical role in coordinating information, instructions and policy in international organizations, and develops strategies to obtain the support of these organizations • Uses multilateral diplomacy to advance U.S. policies and interests, and strives to ensure that the U.N. and other international organizations remain viable and effective • Appears before congressional committees and in the media • Manages the Bureau of International Organization Affairs and multiple missions overseas • Coordinates closely with the department's six regional assistant secretaries, the assistant secretary for international security and nonproliferation, and the assistant secretary for legislative affairs, while also coordinating with senior White House officials, other departments and agencies, and nongovernmental organizations^{iv}
Strategic Goals and Priorities	

	[Depends on the policy priorities of the administration]
REQUIREMENTS AND COMPETENCIES	
Requirements	<ul style="list-style-type: none"> • Prior experience in the policy realm • Understanding of foreign policy • Legal or foreign policy background (preferred)
Competencies	<ul style="list-style-type: none"> • Deft and diplomatic • Ability to manage a complex organization • Strong interpersonal and interorganizational skills • Ability to coordinate information, instructions and policy • Ability to work with Congress and constituents • Ability to manage a broad range of issues • Political sensitivity
PAST APPOINTEES	
Brian H. Hook (2007 to 2008): Deputy Assistant Secretary of State for International Organization Affairs; Senior Advisor to the Ambassador to the United Nations; Special Assistant to the President for Policy ^v	
Kristen Silverberg (2005 to 2006): Deputy Assistant to the President and Advisor to the Chief of Staff; Deputy Assistant to the President for Domestic Policy; Senior Advisor, Office of the Ambassador to Iraq ^{vi}	
Kim R. Holmes (2001 to 2002): Vice President for Foreign and Defense Policy Studies, The Heritage Foundation; Director, Davis Institute for International Studies ^{vii}	

ⁱ 2017 data

ⁱⁱ <https://www.state.gov/r/pa/ei/rls/dos/99484.htm>

ⁱⁱⁱ <https://www.state.gov/documents/organization/252179.pdf>

^{iv} OPM

^v <https://2001-2009.state.gov/r/pa/ei/biog/106592.htm>

^{vi} Leadership Directories

^{vii} <http://www.heritage.org/about/staff/h/kim-holmes#>



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POSITION DESCRIPTION

ASSISTANT SECRETARY FOR NEAR EASTERN AFFAIRS, DEPARTMENT OF STATE

OVERVIEW	
Senate Committee	Foreign Relations
Agency Mission	The Department of State is the lead institution for the conduct of American diplomacy, and the secretary of state is the president's principal foreign policy advisor. ⁱ
Position Overview	The assistant secretary of state for near eastern affairs handles U.S. foreign policy and U.S. diplomatic relations with countries in the region and focuses on policy issues including Iraq, Middle East peace, terrorism and weapons of mass destruction, and political and economic reform.
Compensation	Level IV \$161,900 (5 U.S.C. § 5315) ⁱⁱ
Position Reports to	Undersecretary of State for Political Affairs ⁱⁱⁱ
RESPONSIBILITIES	
Management Scope	The Bureau of Near Eastern Affairs deals with U.S. foreign policy and U.S. diplomatic relations with Algeria, Bahrain, Egypt, Iran, Iraq, Israel, Jordan, Kuwait, Lebanon, Libya, Morocco, Oman, Palestinian Territories, Qatar, Saudi Arabia, Syria, Tunisia, United Arab Emirates and Yemen. The bureau's budget was \$126.751 million in fiscal 2015.
Primary Responsibilities	<ul style="list-style-type: none"> • Serves as the principal advisor to the secretary and the deputy secretaries and is responsible for the general conduct of U.S. foreign policy and diplomatic relations with countries in this geographic region from Morocco to Iran • Implements U.S. policy toward the region • Testifies before congressional subcommittees, appears in the media and manages the bureau • Provides instructions to ambassadors in the region, follows up on diplomatic reporting and communicates with the Washington diplomatic corps • Works closely with the assistant secretary for crisis and stabilization operations; the policy planning staff; the secretary's advisor on Iraq; the assistant secretary for intelligence and research; the coordinator for counterterrorism; the assistant secretary for economic, energy and business affairs; the assistant secretary of defense for international security affairs; senior officials at the White House; and other departments and agencies^{iv}

Strategic Goals and Priorities	[Depends on the policy priorities of the administration]
REQUIREMENTS AND COMPETENCIES	
Requirements	<ul style="list-style-type: none"> • Experience in the region and broad familiarity with regional leaders • Government experience • Strong relationships and stature with stakeholders on Capitol Hill and other parts of government
Competencies	<ul style="list-style-type: none"> • Ability to work well with counterparts in foreign policy positions • Excellent leadership skills • Ability to think strategically yet also accomplish the department's operational priorities • Energy for frequent amount of travel • Strong communication and interpersonal skills • Ability to work under high pressure • Ability to handle sensitive matters • Excellent negotiation skills • Ability to work across partisan lines
PAST APPOINTEES	
Anne W. Patterson (2013 to 2016): Assistant Secretary of State, Bureau of International Narcotics and Law Enforcement Affairs; Ambassador to Egypt; Ambassador to Pakistan ^v	
Jeffrey D. Feltman (2009 to 2013): Principal Deputy Assistant Secretary of State for Near Eastern Affairs ^{vi} ; Ambassador to Lebanon; Volunteer, Coalition Provisional Authority office in Irbil, Iraq ^{vii}	
David Welch (2005 to 2008): Ambassador Extraordinary and Plenipotentiary to Egypt; Assistant Secretary of State for International Organization Affairs; Chargé d'Affaires ad interim to Saudi Arabia ^{viii}	

ⁱ Partnership for Public Service agency profile

ⁱⁱ 2017 data

ⁱⁱⁱ <https://www.state.gov/r/pa/ei/rls/dos/99484.htm>

^{iv} OPM

^v <https://www.c-span.org/person/?annepatterson>

^{vi} <https://www.c-span.org/person/?jeffreyleftman>

^{vii} <https://2001-2009.state.gov/outofdate/bios/f/35948.htm>

^{viii} <https://history.state.gov/departmenthistory/people/welch-c-david>



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POSITION DESCRIPTION

**ASSISTANT SECRETARY FOR SOUTH AND CENTRAL ASIAN AFFAIRS,
DEPARTMENT OF STATE**

OVERVIEW	
Senate Committee	Foreign Relations
Agency Mission	The Department of State is the lead institution for the conduct of American diplomacy, and the secretary is the president's principal foreign policy advisor.
Position Overview	The assistant secretary for South and Central Asian affairs provides guidance to U.S. diplomatic missions in the region and handles foreign policy and diplomatic relations with the following countries and geographic entities: Afghanistan, Bangladesh, Bhutan, India, Kyrgyzstan, Kazakhstan, Maldives, Nepal, Pakistan, Sri Lanka, Tajikistan, Turkmenistan and Uzbekistan. ⁱ
Compensation	Level IV \$161,900 (5 U.S.C. § 5315) ⁱⁱ
Position Reports to	Undersecretary for Political Affairs ⁱⁱⁱ
RESPONSIBILITIES	
Management Scope	In fiscal 2015, the Bureau for South and Central Asian Affairs had a budget of \$65.174 million. ^{iv} The assistant secretary oversees the principal deputy assistant secretary and three deputy assistant secretaries. ^v
Primary Responsibilities	<ul style="list-style-type: none"> • Manages the Bureau of South and Central Asian Affairs • Serves as the principal advisor to the secretary of state and the deputy secretaries <ul style="list-style-type: none"> ○ Is responsible for the general conduct of U.S. foreign relations with countries in this geographical division. Regional policy issues include: terrorism, energy, narcotics, Kashmir, nonproliferation, technology and reform • Testifies before congressional subcommittees and appears in the media • Provides instructions and guidance to ambassadors, follows up on diplomatic reporting and communicates with the Washington diplomatic corps • Coordinates with the assistant secretary of defense for international security affairs and the assistant administrator of the Agency for International Development as well as senior officials at other departments and agencies • Coordinates with the assistant secretary for international narcotics and law enforcement, the policy planning staff, the assistant secretary for crisis and stabilization operations, the

	assistant secretary for intelligence and research, and the coordinator for counterterrorism ^{vi}
Strategic Goals and Priorities	[Depends on the policy priorities of the administration]
REQUIREMENTS AND COMPETENCIES	
Requirements	<ul style="list-style-type: none"> • Experience in the region, and broad familiarity with regional leaders • Government experience • Strong relationships and stature with stakeholders on Capitol Hill and other parts of government
Competencies	<ul style="list-style-type: none"> • Strong communication skills and ability to appear before media • Ability to work well with counterparts in foreign policy positions • Excellent leadership skills • Ability to think strategically yet also accomplish the department's operational priorities • Energy for frequent amount of travel • Strong communication and interpersonal skills • Ability to work under high pressure • Ability to handle sensitive matters • Excellent negotiation skills • Ability to work across partisan lines
PAST APPOINTEES	
Nisha Desai Biswal (2013 to 2017): Assistant Administrator for Asia at the United States Agency for International Development; Majority Clerk for the House Appropriations Committee's Foreign Operations Subcommittee; Professional Staff in the House Foreign Affairs Committee; International Delegate to the American Red Cross in Armenia, Georgia and Azerbaijan ^{vii}	
Robert O. Blake, Jr. (2009 to 2013): Ambassador Extraordinary and Plenipotentiary (Sri Lanka); Ambassador Extraordinary and Plenipotentiary (Maldives); Deputy Chief of Mission in India ^{viii}	
Richard A. Boucher (2006 to 2009): Assistant Secretary of State for Public Affairs; Ambassador Extraordinary and Plenipotentiary to Cyprus ^{ix} ; U.S. Counsel General in Hong Kong	

ⁱ <https://www.state.gov/p/sca/ci/index.htm>

ⁱⁱ 2017 data

ⁱⁱⁱ <https://www.state.gov/r/pa/ei/rls/dos/99484.htm>

^{iv} <https://www.state.gov/documents/organization/252179.pdf>

^v <https://lo.bvdep.com/OrgChart.asp?curp=1&LDIBookId=19&LDISectionId=180&LDIOrgId=157931>

^{vi} OPM

^{vii} <https://2009-2017.state.gov/r/pa/ei/biog/215789.htm>



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viii <https://www.academyofdiplomacy.org/member/robert-o-blake-jr/>
ix <https://history.state.gov/departmenthistory/people/boucher-richard-a>



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POSITION DESCRIPTION

**ASSISTANT SECRETARY FOR WESTERN HEMISPHERE AFFAIRS,
DEPARTMENT OF STATE**

OVERVIEW	
Senate Committee	Foreign Relations
Agency Mission	The Department of State is the lead institution for the conduct of American diplomacy, and the secretary is the president's principal foreign policy advisor.
Position Overview	The assistant secretary for Western Hemisphere affairs is responsible for managing and promoting U.S. interests in the region by supporting democracy, trade and sustainable economic development, and fostering cooperation on issues such as drug trafficking and crime, poverty reduction and environmental protection.
Compensation	Level IV \$161,900 (5 U.S.C. § 5315) ⁱ
Position Reports to	Undersecretary for Political Affairs ⁱⁱ
RESPONSIBILITIES	
Management Scope	The Western Hemisphere Affairs fiscal 2015 actual budget was \$143.365 million.
Primary Responsibilities	<ul style="list-style-type: none"> • Serves as the principal advisor to the secretary of state and the deputy secretaries, and is responsible for the general conduct of U.S. foreign relations with countries and regional organizations in this geographical division, including countries from the Arctic to Patagonia, plus the Organization of American States • Deals with regional policy issues such as narcotics, migration, border security, civil liberties and human rights, social inclusion and justice, trade and investment, and anti-corruption • Testifies before congressional subcommittees, appears in the media, manages the Bureau of Western Hemisphere Affairs and provides guidance to U.S. diplomatic missions in the region • Provides instructions to ambassadors in the region, following up on diplomatic reporting and communicating with the Washington diplomatic corps • Coordinates closely with the department's legal advisor, policy planning staff and assistant secretaries for international narcotics and law enforcement; democracy, human rights and labor; population, refugees and migration; and energy resources as well as with the assistant secretary of defense for homeland defense and Americas' security affairs, the northern

	<p>and southern combatant commands and other senior officials from other departments and agencies and nongovernmental organizations</p> <ul style="list-style-type: none"> • Serves as a member of the board of directors of the Inter-American Foundationⁱⁱⁱ
Strategic Goals and Priorities	[Depends on the policy priorities of the administration]
REQUIREMENTS AND COMPETENCIES	
Requirements	<ul style="list-style-type: none"> • Experience in the region and broad familiarity with regional leaders • Government experience • Strong relationships and stature with stakeholders on Capitol Hill and other parts of government
Competencies	<ul style="list-style-type: none"> • Ability to work well with counterparts in foreign policy positions • Excellent leadership skills • Ability to think strategically yet also accomplish the department's operational priorities • Energy for frequent amount of travel • Strong communication and interpersonal skills • Ability to work under high pressure • Ability to handle sensitive matters • Excellent negotiation skills • Ability to work across partisan lines
PAST APPOINTEES	
<p>Roberta S. Jacobson (2012 to 2016): Deputy Assistant Secretary and NAFTA Coordinator, Deputy Assistant Secretary, Bureau of Western Hemisphere Affairs, Department of State; Director, Office of Mexican Affairs, Bureau of Western Hemisphere Affairs, Department of State; Deputy Chief of Mission, Embassy of the United States, Peru, Department of State</p>	
<p>Arturo A. Valenzuela (2009 to 2011): Trustee, Board of Trustees, Drew University; Director, Board of Directors, National Democratic Institute for International Affairs; Professor of Government and Director, Center for Latin American Studies, The Edmund A. Walsh School of Foreign Service, Georgetown University</p>	
<p>Thomas A. Shannon, Jr. (2005 to 2009): Special Assistant to the President and Senior Director, Western Hemisphere Affairs, National Security Council, Executive Office of the President; Deputy Assistant Secretary, Bureau of Western Hemisphere Affairs, Under Secretary for Political Affairs, Department of State; Director, Office of Andean Affairs, Bureau of Western Hemisphere Affairs, Department of State^{iv}</p>	

ⁱ 2017 data

ⁱⁱ <https://www.state.gov/r/pa/ei/rls/dos/99484.htm>

ⁱⁱⁱ OPM



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POSITION DESCRIPTION

**ASSISTANT SECRETARY FOR INTELLIGENCE AND RESEARCH,
DEPARTMENT OF STATE**

OVERVIEW	
Senate Committee	Intelligence
Agency Mission	The Department of State is the lead institution for the conduct of American diplomacy and the secretary is the president’s principal foreign policy advisor.
Position Overview	The Assistant Secretary for Intelligence and Research serves as the principal intelligence advisor to the secretary and other State Department principals.
Compensation	Level IV \$161,900 (5 U.S.C. § 5315) ¹
RESPONSIBILITIES	
Management Scope	In fiscal 2015, the Department of State had \$26,498 million in outlays, and in fiscal 2014 it had 10,068 total employment. In 2008, the Bureau for Intelligence and Research had about 350 employees and a budget of about \$65 million.
Primary Responsibilities	<ul style="list-style-type: none"> • Serves as the principal intelligence advisor to the Secretary and other State Department principals • Serves as head of the intelligence community element in the department. • Coordinates and supervises all intelligence-related activities in the department and represents the department within the intelligence community, serving as the department’s primary liaison with the director of national intelligence and other agencies of the intelligence community • Oversees one of the intelligence community’s primary all-source analytics unit that provides independent analysis of events to department and other national security policymakers, and ensures that intelligence activities support foreign policy and national security goals • Serves as the focal point in the department for facilitating policy review of sensitive operational, counterintelligence and law-enforcement activities. • Manages the Bureau of Intelligence and Research • Coordinates closely with the six regional assistant secretaries, the Assistant Secretaries for Arms Control and International Security, the assistant Secretary for Diplomatic Security, the Coordinator for Counterterrorism, the Assistant Secretary for International Narcotics and Law Enforcement

	<ul style="list-style-type: none"> • Liaises government-wide with the Director of National Intelligence and with senior officials at the White House and other departments and agencies • Analyzes geographical and international boundary issues • Represents the agency in the intelligence community. • Plays an important role in cyber intelligence-related activities.
Strategic Goals and Priorities	[Depends on the policy priorities of the administration]
REQUIREMENTS AND COMPETENCIES	
Requirements	<ul style="list-style-type: none"> • Extensive leadership and managerial experience • Senior-level executive experience in the intelligence community a plus • Prior State Department experience a plus • Substantive background in a major regional (China, Middle East, Russia, for example) or functional (proliferation, counterterrorism, military analysis, technology analysis, for example) area is advantageous
Competencies	<ul style="list-style-type: none"> • Strong interpersonal and communication skills • Ability to remain calm and work under high pressure • Ability to handle sensitive matters • Ability to make recommendations in the face of ambiguous and conflicting information • Good judgment and a high level of discretion and integrity
PAST APPOINTEES	
Daniel B. Smith (2014 to present) - Ambassador to the Hellenic Republic (Greece); Executive Secretary, State Department; Principal Deputy Assistant Secretary for Consular Affairs; Deputy Executive Secretary, State Department	
Philip S. Goldberg (2010 to 2013) - Coordinator for Implementation of UNSC Resolution 1874 on North Korea; Ambassador to Bolivia; Chief of Mission, Pristina, Kosovo; Deputy Chief of Mission, Santiago, Chile; Acting Deputy Assistant Secretary of State for Legislative Affairs	
Randall M. Fort (2006 to 2009) - Director of Global Security for Goldman Sachs; Chief of Staff to the President and co-Chief Operating Officer of Goldman Sachs; Director of Special Projects at TRW, Inc. for two of the corporation's Space and Defense operating groups; Deputy Assistant Secretary of State for Intelligence; Special Assistant for National Security at the Department of the Treasury (head of intelligence)	
Thomas Fingar (2004 to 2005) - Principal Deputy Assistant Secretary; Deputy Assistant Secretary for Analysis; Director of the Office of Analysis for East Asia and the Pacific; Chief of the China Division, State Department	

ⁱ 2017 data

POSITION DESCRIPTION

ASSISTANT SECRETARY FOR LEGISLATIVE AFFAIRS, DEPARTMENT OF STATE

OVERVIEW	
Senate Committee	Foreign Relations
Agency Mission	The Department of State is the lead institution for the conduct of American diplomacy and the secretary of State is the president's principal foreign policy advisor.
Position Overview	The Assistant Secretary coordinates legislative activity and matters for the department and advises the Secretary and other department principals on legislative strategy. This individual is the department's principal point of contact with Congress and facilitates effective communication between the department and members of Congress and their staffs.
Compensation	Level IV \$161,900 (5 U.S.C. § 5315) ⁱ
Position Reports to	Secretary of the Department of State
RESPONSIBILITIES	
Management Scope	The State Department had \$26,498 million in outlays in fiscal 2015, and 10,068 total employment in fiscal 2014. The Bureau of Legislative Affairs is headed by the Office of the Assistant Secretary and three deputy assistant secretaries.
Primary Responsibilities	<ul style="list-style-type: none"> • Serves as an important advisor to the Secretary • Acts as the "diplomat to Congress" for the Department of State • Educates Congress on what the Department of State does and why it matters, and vice versa • Works closely with authorizing, appropriations and oversight committees and with individual members who have an interest in department or foreign policy issues • Manages testimony before congressional hearings, organizes member and staff briefings and facilitates congressional travel for members and staff throughout the year • Reviews proposed legislation and foreign policy statements • Seeks passage of foreign policy legislation and appropriations, and obtains advice and consent to treaties and confirmation of the president's nominees • Manages the Bureau of Legislative Affairs and coordinates closely with the six regional assistant secretaries, the legal advisor, the assistant secretary for public affairs, the director of budget and planning, and with senior officials at the White House and other departments and agencies

Strategic Goals and Priorities	[Depends on the policy priorities of the administration]
REQUIREMENTS AND COMPETENCIES	
Requirements	<ul style="list-style-type: none"> • Has a true and timely understanding of how Congress works • Possesses strong congressional relationships • Is management focused • Has knowledge of foreign policy • Understands politics as well as policy • Understands the appropriations process • Has a record of working with both Republicans and Democrats
Competencies	<ul style="list-style-type: none"> • Strong public speaking and negotiating skills • Can work across agencies and understands cross-team dynamics • Ability to work across party lines
PAST APPOINTEES	
<p>Julia Frifield (October 2013 to present) – Chief of Staff to Senator Barbara Mikulski; Senator Mikulski’s Legislative Director and Legislative Assistant with a focus on foreign policy; Legislative Assistant for Senator Harris Wofford</p>	
<p>David S. Adams (August 2011 to June 2013) – Deputy Assistant Secretary of State for House Affairs; served for 24 years on the staff of Gary L. Ackerman, a member of the United States House who sat in the House Foreign Affairs Committee</p>	
<p>Richard Rahul Verma (2009 to 2011) – Senior National Security Advisor to the Senate Majority Leader, Harry Reid; worked in the House of Representatives for longtime Chairman of the Defense Appropriations Committee, Jack Murtha; veteran of the Air Force, where he served on active duty as a Judge Advocate; a country director for the National Democratic Institute for International Affairs in Eastern Europe</p>	

ⁱ 2017 data

POSITION DESCRIPTION

CHIEF FINANCIAL OFFICER, DEPARTMENT OF STATE

OVERVIEW	
Senate Committee	Foreign Relations This CFO is covered by the CFO Act of 1990 that may be filled through appointment by the president, with the advice and consent of the Senate, or through designation by the president from among agency officials who have been confirmed by the Senate for other positions. ⁱ
Agency Mission	The Department of State is the lead institution for the conduct of American diplomacy and the secretary is the president's principal foreign policy advisor.
Position Overview	The mission of the CFO is to advise the secretary on all aspects of budget, grants, financial management and acquisition and to provide for the direction of these activities throughout the department. CFOs also play a crucial government-wide role.
Compensation	Level IV \$161,900 (5 U.S.C. § 5315) ⁱⁱ
Position Reports to	Secretary and Deputy Secretary of the Department of State
RESPONSIBILITIES	
Management Scope	In fiscal 2015, the Department of State had \$26,498 million in outlays, and in fiscal 2014 it had 10,068 total employment. The CFO oversees the financial management of the entire department.
Primary Responsibilities	<ul style="list-style-type: none"> • Develops and maintaining integrated accounting and financial management systems • Oversees the recruitment, selection and training of personnel to carry out agency financial management functions as well as managing, training and providing policy guidance and oversight of these personnel and their activities • Implements agency asset management systems, including systems for cash management, credit management, debt collection, and property and inventory management and control • Develops budgets that support all agency missions • Manages the financial execution of the agency budget and actual expenditures • Provides financial and performance reports to staff, overseers and stakeholders • Ties the budget and performance to outcomes • Takes the lead role in enterprise risk management
Strategic Goals and Priorities	

	Depends on the policy priorities of the administration
REQUIREMENTS AND COMPETENCIES	
Requirements	<ul style="list-style-type: none"> • Strong background in federal financial management • Executive leadership experience • Experience working in a large organization • Risk-management experience • Knowledge of the department's functions and policies • Knowledge of federal budget formulation • Familiarity with cyber technology a plus • Background in data analytics a plus
Competencies	<ul style="list-style-type: none"> • Ability to collaborate with the chief information officers, under/assistant secretaries for administration/management, as well as other CFOs and OMB via the CFO Council • Knowledge of, and relationships with, Congress, or ability to develop them
PAST APPOINTEES	
James L. Millette (2012-present) – Deputy Assistant Secretary for State Programs, Operations, and Budget, DOS; Senior Policy Advisor to the CFO, DOS; Director of Resources for the Foreign Buildings Program in the Bureau of Administration, DOS	
Bradford Higgins (2006-2009) – Chief/Director of Planning to the U.S. Mission's reconstruction management office in Baghdad; Chief Financial Officer to the Coalition Provisional Authority in Iraq; Co-Director of the joint civil-military strategic planning group in Iraq; Director of Strategic Performance and Assessment office for the U.S. Mission in Iraq; Senior advisor to the U.S. Ambassador in Iraq	
Christopher Bancroft Burnham (2002-2005) – Chief Executive Officer of PIMCO's Columbus Circle Investors; Vice-Chairman of PIMCO's mutual fund group; Treasurer of Connecticut; investment banker with Credit Suisse First Boston and Advest Corporate Finance; elected to the Connecticut House of Representatives three times, and served as assistant minority leader; 23-year veteran of the United States Marine Corps Reserve	

ⁱ CRS report: Presidential Appointee Positions Requiring Senate Confirmation and Committees Handling Nominations, 2016

ⁱⁱ 2017 data

POSITION DESCRIPTION

DEPUTY SECRETARY, DEPARTMENT OF STATE

OVERVIEW	
Senate Committee	Foreign Relations
Agency Mission	The Department of State is the lead institution for the conduct of American diplomacy and the secretary is the president's principal foreign policy advisor.
Position Overview	The Deputy Secretary is the principal deputy in the department of State and alter ego to the Secretary, serving as Acting Secretary in the Secretary's absence. The incumbent is principal advisor to the Secretary and assists in the formulation and conduct of all U.S. foreign policy, playing a senior role in international affairs and diplomatic relations.
Compensation	Level II \$187,000 (5 U.S.C. § 5313) ⁱ
Position Reports to	Secretary of the Department of State
RESPONSIBILITIES	
Management Scope	The Deputy Secretary assists the Secretary in the administration of the Department of State and has traditionally been entrusted with significant management responsibilities. In fiscal 2015, the department had \$26,498 million in outlays, and in fiscal 2014 it had 10,068 total employment.
Primary Responsibilities	<ul style="list-style-type: none"> • Serves as the principal deputy in the Department of State and alter ego to the Secretary, serving as Acting Secretary in the Secretary's absence • Serves as the principal advisor to the Secretary and assists in the formulation and conduct of all U.S. foreign policy, playing a senior role in international affairs and diplomatic relations • Facilitates the execution of the Secretary's authority and responsibility for the overall direction, coordination and supervision of interdepartmental activities of the U.S. government overseas • Attends meetings of the National Security Council (NSC) and guides the department's participation in the NSC system. • Assists the Secretary in representing the United States at international meetings, serving as a liaison with the Washington diplomatic corps and visiting senior foreign officials • Assists the Secretary in performing other representational assignments and testifying before congressional committees • Works closely with senior officials from other national security and foreign affairs departments and agencies, and provides

	final recommendations to the Secretary on senior personnel appointments
Strategic Goals and Priorities	[Depends on the policy priorities of the administration]
REQUIREMENTS AND COMPETENCIES	
Requirements	<ul style="list-style-type: none"> • Strong substantive expertise in international affairs • Proven ability and experience leading and managing a large and complex enterprise • Previous experience with federal government enterprise operations • Understanding of core services, programs and initiatives delivered by the agency's key departments • Experience dealing with high-profile stakeholders • Experience leading through unexpected crisis situations (preferred)
Competencies	<ul style="list-style-type: none"> • Public relations and speaking abilities • Strong negotiating skills • High level of energy for extensive foreign travel and interactions • Ability to establish positive relationships with coworkers and external stakeholders • Ability to forge strong congressional relationships (preferred)
PAST APPOINTEES	
Tony Blinken (2015 to Present) – Deputy National Security; Deputy Assistant to the President and National Security Advisor to the Vice President; Democratic Staff Director for the Senate Foreign Relations Committee; Senior Fellow at the Center for Strategic and International Studies; served in the State Department; senior positions on the National Security Council Staff	
William J. Burns (2011 to 2014) – Undersecretary of State for Political Affairs; Ambassador to Russia; Assistant Secretary of State for Near Eastern Affairs; Ambassador to Jordan	
Jim Steinberg (2009 to 2011) – Dean of the Lyndon B. Johnson School of Public Affairs at the University of Texas at Austin; Senior Fellow at the Brookings Institution in Washington, D.C. and the Institution's Vice President and Director of Foreign Policy Studies; State Department Director of Policy Planning; Deputy National Security Advisor	
John Negroponte (2007 to 2009) – United States Director of National Intelligence; Ambassador to Iraq; United States Ambassador to the United Nations; Ambassador to the Philippines, Mexico and Honduras; Deputy National Security Director	
Robert Zoellick (2005 to 2006) – U.S. Trade Representative; head of the Center for Strategic and International Studies; Executive Vice President of Fannie Mae; professor of U.S. foreign policy at the Naval Academy; White House Deputy Chief of Staff; Undersecretary of State for Economic and Agriculture Affairs; Counselor of the State Department	

ⁱ 2017 data



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POSITION DESCRIPTION

**DEPUTY SECRETARY FOR MANAGEMENT AND RESOURCES,
DEPARTMENT OF STATE**

OVERVIEW	
Senate Committee	Foreign Relations
Agency Mission	The Department of State is the lead institution for the conduct of American diplomacy and the secretary is the president's principal foreign policy advisor.
Position Overview	The Deputy Secretary for Management and Resources serves as chief operating officer of the department. The Deputy Secretary also serves as principal advisor to the Secretary on overall supervision and direction of resource allocation and management activities of the department. The Deputy Secretary for Management and Resources assists in carrying out the Secretary's authority and responsibility for the overall direction, coordination and supervision of operational programs of the State Department, including foreign aid and civilian response programs.
Compensation	Level II \$187,000 (5 U.S.C. § 5313) ⁱ
Position Reports to	Secretary of the Department of State
RESPONSIBILITIES	
Management Scope	In fiscal 2015, the Department of State had \$26,498 million in outlays, and in fiscal 2014 it had 10,068 total employment. The Director of the Office of Small and Disadvantaged Business Utilization reports directly to the Deputy Secretary on small business policies and activities. However, as chief operating officer, the Deputy Secretary will manage people from all over the organization.
Primary Responsibilities	<ul style="list-style-type: none"> • Executes the President's and Secretary's strategic plan for the agency by dealing with the overall operations, managing the individual departments and integrating mission-support functions with program and policy objectives • Works with peers in other agencies, OMB, stakeholders (like local or state governments) and, at times, Congress • Resolves interagency conflict • Serves as a key advisor to the Secretary on all matters pertaining to the agency • Ensures that the agency's components are delivering their programs and services in an effective and efficient manner with integrity • Develops and manages complementary internal management processes that coordinate across programs

	<ul style="list-style-type: none"> • Represents the Secretary in public and private meetings including dealings with the White House, Congress, state governments, trade groups and others • Oversees internal Government Performance and Results Act processes • Works closely with the Secretary, Chief of Staff and CXOs • Advises the Secretary on the department's participation in the National Economic Council and interagency economic policy matters • Provides final recommendations to the Secretary on senior personnel appointments
Strategic Goals and Priorities	[Depends on the policy priorities of the administration]

REQUIREMENTS AND COMPETENCIES

Requirements	<ul style="list-style-type: none"> • Proven ability and experience leading and managing a large and complex enterprise • Previous experience with federal government enterprise operations • Understanding of core services, programs and initiatives delivered by the agency's key departments • Experience dealing with high-profile stakeholders • Experience leading through unexpected crisis situations (preferred) • Familiarity with the federal budget process (preferred)
Competencies	<ul style="list-style-type: none"> • Demonstrated ability to resolve conflicts within a large organization • Comfortable taking charge when leading and managing the agency, as deputy secretaries often have very vague or undefined statutory responsibilities and authorities • Ability to establish positive relationships with coworkers and external stakeholders • Ability to forge strong congressional relationships (preferred)

PAST APPOINTEES

<p>Heather Higginbottom (2013-Present) – Deputy Director of the Office of Management and Budget; Deputy Assistant to the President and Deputy Director of the White House Domestic Policy Council; Policy Director for President Obama's campaign, supervising all aspects of foreign and domestic policy development</p>
<p>Thomas Nides (2010-2013) – Chief Operating officer of Morgan Stanley; Worldwide President and Chief Executive Officer of Burson-Marsteller; Chief Administration Officer of Credit Suisse First Boston</p>
<p>Jack Lew (2009-2010) – Managing Director and Chief Operating Officer for two Citigroup business units; Executive Vice President, Chief Operating Officer, and Professor of Public</p>

ⁱ 2017 data



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POSITION DESCRIPTION

DIRECTOR OF THE OFFICE OF FOREIGN MISSIONS, DEPARTMENT OF STATE

OVERVIEW	
Senate Committee	Foreign Relations
Agency Mission	The Department of State is the lead institution for the conduct of American diplomacy, and the secretary is the president's principal foreign policy advisor.
Position Overview	The director of the Office of Foreign Missions (OFM) develops policies and procedures consistent with the Foreign Missions Act of 1982 to ensure that U.S. diplomatic missions abroad receive equivalent treatment with respect to benefits, privileges and immunities accorded by the host countries, and that use of real property and employment of benefits, privileges and immunities by foreign missions in the U.S. is aligned with U.S. national security interests and international obligations.
Compensation	Level IV \$161,900 (5 U.S.C. § 5315) ⁱ
Position Reports to	Undersecretary for Management ⁱⁱ
RESPONSIBILITIES	
Management Scope	OFM has five staffed regional offices in U.S. cities: New York, Chicago, Los Angeles, Miami and Houston.
Primary Responsibilities	<ul style="list-style-type: none"> • Serves as the liaison with foreign governments that have a presence in the U.S., and ensures equity in benefits, privileges and services provided to foreign diplomatic personnel assigned in the U.S. and U.S. personnel assigned overseas • Manages the Office of Foreign Missions and, within the Department of State, coordinates closely with the assistant secretary for diplomatic security, chief of protocol and legal advisor • Serves as a liaison with senior officials at other departments and agencies and other federal, state and municipal governmentsⁱⁱⁱ • Enforces the Foreign Missions Act • Coordinates negotiation with local U.S. authorities and coordinates closely with other U.S. agencies
Strategic Goals and Priorities	[Depends on the policy priorities of the administration]

REQUIREMENTS AND COMPETENCIES

Requirements	<ul style="list-style-type: none"> • Diplomacy experience, since interactions of the office deal with foreign sovereigns and require understanding of the effect of decisions on U.S. missions abroad • Extensive management experience • Strong relationships or ability to form strong relationships with relevant stakeholders
Competencies	<ul style="list-style-type: none"> • Strong communication and interpersonal skills • Excellent leadership skills • Ability to work under high pressure • Ability to handle sensitive matters • Energy for frequent amount of travel • Excellent negotiation skills

PAST APPOINTEES

Gentry O. Smith (2015 to 2017): Deputy Assistant Secretary and Assistant Director for Countermeasures, Foreign Service Institute; Director, Office of Physical Security Programs, Foreign Service Institute; Regional Security Officer, Tokyo, Foreign Service Institute^{iv}

Eric J. Boswell (2008 to 2012): Assistant Deputy Director for Security, Office of the Director of National Intelligence; Director of Administration, Pan American Health Organization; Senior Advisor, Security Change Management at UN Headquarters^v

Richard J. Griffin (2005 to 2007): Inspector General, Department of Veterans Affairs; Deputy Director, Secret Service; Assistant Special Agent in Charge of the Presidential Protective Division, Secret Service^{vi}

ⁱ 2017 data

ⁱⁱ <https://www.state.gov/r/pa/ei/rls/dos/99484.htm>

ⁱⁱⁱ OPM

^{iv} <http://www.allgov.com/news/appointments-and-resignations/director-of-the-office-of-foreign-missions-who-is-gentry-smith-140719?news=853729>

^v <https://2001-2009.state.gov/r/pa/ei/biog/106593.htm>

^{vi} <https://2001-2009.state.gov/outofdate/bios/g/48441.htm>



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POSITION DESCRIPTION

DIRECTOR OF POLICY PLANNING, DEPARTMENT OF STATE

OVERVIEW	
Position Type	Presidentially appointed (PA)
Agency Mission	The Department of State is the lead institution for the conduct of U.S. diplomacy, and the secretary of state is the president's principal foreign policy advisor.
Position Overview	The policy planning staff provides policy analysis and advice to the secretary of state. The director usually holds the rank of assistant secretary and serves as the secretary of state's chief of staff.
Compensation	Up to \$161,900 ⁱ
Position Reports to	Secretary of State
RESPONSIBILITIES	
Management Scope	The policy planning staff has less than a dozen individuals, but team members have a range of backgrounds, from career government officials with expertise on foreign policy, arms control, intelligence and military matters, to outside specialists such as think tank experts, university academics, business consultants and economists.
Primary Responsibilities	<ul style="list-style-type: none"> • Directs an internal think tank for the Department of State that studies regional and functional issues, identifies policy gaps and formulates recommendations to address these gaps, while working with the academic and nongovernmental communities • Provides policy alternatives to the secretary of state • Works with the department's functional and regional bureaus and interagency partners to coordinate and integrate U.S. government policy • Manages the department's Dissent Channel to share constructive criticism with the secretary and present differing views on foreign policy questions • Helps the secretary articulate policy and, with the assistance of the secretary's speechwriters, prepares speeches, public remarks, congressional testimony and other published material
Strategic Goals and Priorities	[Depends on the policy priorities of the administration]
REQUIREMENTS AND COMPETENCIES	

Requirements	<ul style="list-style-type: none"> • Excellent communication, writing, interpersonal, networking and research skills • Keen interest in public policy • In-depth knowledge of current affairs and global events
Competencies	<ul style="list-style-type: none"> • Capacity to lead and inspire a team • Ability to think strategically • Readiness to take on multiple, distinct projects on short notice while also managing various long-term projects
PAST APPOINTEES	
Jonathan Finer (2015 to present) – Deputy Chief of Staff for Policy, State Department; Senior Advisor to Deputy National Security Advisor; White House Fellow	
David McKean (2013 to 2015) – Senior Advisor to the Secretary of State; Public Policy Scholar, Woodrow Wilson International Center; CEO, John F. Kennedy Library Foundation	
Jake Sullivan (2011 to 2013) – Deputy Policy Director, Hillary Clinton 2008 Presidential Campaign; Chief Counsel and Senior Policy Advisor, Senator Amy Klobuchar	

ⁱ 2017 data



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POSITION DESCRIPTION

LEGAL ADVISER, DEPARTMENT OF STATE

OVERVIEW	
Senate Committee	Foreign Relations
Agency Mission	The Department of State is the lead institution for the conduct of American diplomacy and the secretary of State is the president's principal foreign policy advisor.
Position Overview	The Office of the Legal Adviser furnishes advice on all legal issues, domestic and international, arising in the course of the department work. This includes assisting department principals and policy officers in formulating and implementing the foreign policies of the United States, and promoting the development of international law and its institutions as a fundamental element of those policies.
Compensation	Level IV \$161,900 (5 U.S.C. § 5315) ⁱ
Position Reports to	Secretary and Deputy Secretary of the Department of State
RESPONSIBILITIES	
Management Scope	In fiscal 2015, the Department of State had \$26,498 million in outlays, and in fiscal 2014 it had 10,068 total employment. The Legal Advisor's Office is composed of approximately 175 permanent attorneys and 100 support staff, including paralegal specialists, treaty analysts and general administrative personnel. Although the majority of staff are stationed in Washington, D.C., attorneys from the office also fill the legal counsel and deputy attorney positions at U.S. missions in Geneva and The Hague, and the legal counsel positions at U.S. missions to the European Union in Brussels and the United Nations in New York. On occasion, the office provides attorneys for other overseas posts.
Primary Responsibilities	<ul style="list-style-type: none"> • Serves as the department's general counsel • Furnishes advice on all legal issues, domestic and international, arising in the course of the department's work • Assists department principals and policy officers in formulating and implementing U.S. foreign policy and promoting adherence to, and development of, international law • Works with department officials on legislative initiatives and drafts, and interpret domestic statutes, departmental regulations, executive orders and other legal documents • Oversees the Office of the Legal Adviser and the work of attorneys who negotiate, draft and interpret international agreements and who represent or assist in representing the United States before international tribunals, domestic courts, the Foreign Service Grievance Board, the Merit Systems

	<p>Protection Board, the Equal Opportunity Employment Commission and the Board of Contract Appeals</p> <ul style="list-style-type: none"> • Works closely with department principals, congressional and White House staff members, and senior officials at other departments and agencies
Strategic Goals and Priorities	[Depends on the policy priorities of the administration]
REQUIREMENTS AND COMPETENCIES	
Requirements	<ul style="list-style-type: none"> • Distinguished legal career of at least a decade • Leadership and management experience • Substantive expertise in domestic and international law • Effective public relations and speaking abilities • Proven negotiating skills • High level of energy for extensive foreign travel and interactions • Ability to work under high pressure • Ability to handle sensitive matters
Competencies	<ul style="list-style-type: none"> • Strategic Orientation: demonstrates complex thinking abilities, incorporating both analytical and conceptual abilities to manage and develop legal plans and strategies • Results Orientation: demonstrated ability to be proactive, exercise independent judgment and manage multiple projects simultaneously; strong work ethic and a track record of producing high-quality work under deadline pressures • Team Leadership: experience effectively managing large staff of legal and administrative support professionals • Collaboration & Influencing: proven track record of creating and managing relationships with peer executives inside the organization, outside counsel, and third parties and institutions.
PAST APPOINTEES	
<p>Brian Egan (2016 – present) Legal Adviser to the National Security Council and Deputy Assistant to the President; Assistant General Counsel for Enforcement and Intelligence at the Department of the Treasury; Deputy Legal Adviser to the National Security Staff</p>	
<p>Mary McLeod (Acting) (2013 – 2016) Legal Adviser to the U.S. Mission at the United Nations; Assistant Legal Adviser for Political-Military Affairs; Assistant Legal Adviser for Eastern Asia and Pacific Affairs</p>	
<p>Harold Hongju Koh (2009 – 2013) 15th Dean of Yale Law School; Assistant Secretary of State for Democracy, Human Rights and Labor; Professor of Law at Yale Law School</p>	



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ENDNOTES

This position description was created with the help of Egon Zehnder, a global executive search firm.

ⁱ 2017 data



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POSITION DESCRIPTION

PERMANENT REPRESENTATIVE OF THE U.S. TO THE ORGANIZATION OF AMERICAN STATES, DEPARTMENT OF STATE

OVERVIEW	
Senate Committee	Foreign Relations
Agency Mission	The Department of State is the lead institution for the conduct of American diplomacy, and the secretary is the president's principal foreign policy advisor.
Position Overview	The permanent representative of the U.S. to the Organization of American States (OAS) promotes democracy and democratic institutions, ensures free and fair elections, and supports the efforts of the Inter-American Commission on Human Rights to promote and protect these rights in the member states.
Compensation	Foreign Service Chiefs of Mission pay plan ⁱ
Position Reports to	Assistant secretary for Western Hemisphere affairs and assistant secretary for international organization affairs
RESPONSIBILITIES	
Management Scope	The permanent representative of the U.S. to the OAS oversees a relatively small staff and budget.
Primary Responsibilities	<ul style="list-style-type: none"> • Serves as a liaison to the organization's leaders and the point of contact for other member states' representatives • Coordinates all U.S. policy, reports on developments and shares policy advice with the responsible assistant secretary, other department principals and the president • Appears in the media, manages mission resources and leads the direct hire of locally engaged staff • Reports on issues of vital interest to the entire U.S. government through Department of State channelsⁱⁱ <p>Leads the Organization of American States in its mission to:</p> <ul style="list-style-type: none"> • Promote democracy and democratic institutions by upholding the Inter-American Democratic Charter as the political standard for the Western Hemisphere, ensuring free and fair elections in the member states via credible OAS observation missions, and supporting the efforts of the Inter-American Commission on Human Rights to promote and protect these rights in the member states • Strengthen OAS security initiatives by providing technical cooperation to member states in their efforts to combat drugs, terrorism and organized crime, and other threats to security

	<ul style="list-style-type: none"> • Improve social conditions in the hemisphere through technical cooperation programs in the areas of education, environment, labor, science and technology, culture and tourism • Contribute to the creation of the Energy and Climate Partnership of the Americasⁱⁱⁱ
Strategic Goals and Priorities	[Depends on the policy priorities of the administration]
REQUIREMENTS AND COMPETENCIES	
Requirements	<ul style="list-style-type: none"> • Knowledge and understanding of country dynamics in the Western Hemisphere • Spanish or Portuguese proficiency (preferred) • Relationships with stakeholders in relevant countries (useful)
Competencies	<ul style="list-style-type: none"> • Ability to persuade, communicate and conduct diplomatic negotiation • Strong interpersonal skills • Cultural sensitivity
PAST APPOINTEES	
John F. Maisto (2003 to 2007): Special Assistant to President Bush and Senior Director for Western Hemisphere Affairs for National Security Advisor Dr. Condoleezza Rice; Foreign Policy Advisor at the U.S. Southern Command; Ambassador to Venezuela ^{iv}	
Roger Francisco Noriega (2001 to 2003): Professional Staff Member, Committee on Foreign Relations, Senate; Professional Staff Member, Committee on Foreign Relations, House of Representatives; Senior Policy Advisor and Alternate U.S. Permanent Representative, Organization of American States, Department of State ^v	

ⁱ 2016 plum book

ⁱⁱ OPM

ⁱⁱⁱ <https://diplomacy.state.gov/discoverdiplomacy/explorer/places/201578.htm>

^{iv} <https://2001-2009.state.gov/outofdate/bios/m/23066.htm>

^v Leadership Directories



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POSITION DESCRIPTION

UNDERSECRETARY FOR ARMS CONTROL AND INTERNATIONAL SECURITY, DEPARTMENT OF STATE

OVERVIEW	
Senate Committee	Foreign Relations
Agency Mission	The Department of State is the lead institution for the conduct of American diplomacy and the secretary is the president's principal foreign policy advisor.
Position Overview	The Undersecretary of State for Arms Control and International Security serves as senior advisor to the President and the Secretary of State for Arms Control, Nonproliferation and Disarmament. In this role, he or she leads the interagency policy process and manages global U.S. security policy in the areas of nonproliferation, arms control, regional security and defense relations, and arms transfers and security assistance. The role also entails overseeing the negotiation, implementation and verification of international arms control and security agreements.
Compensation	Level III \$172,100 (5 U.S.C. § 5314) ⁱ
Position Reports to	Secretary and Deputy Secretary of the Department of State
RESPONSIBILITIES	
Management Scope	In fiscal 2015, the Department of State had \$26,498 million in outlays, and in fiscal 2014 it had 10,068 total employment. Three bureaus (Bureau of Arms Control, Verification, and Compliance; Bureau of International Security and Nonproliferation; and Bureau of Political-Military Affairs) report to the undersecretary along with an immediate staff of approximately 10 people.
Primary Responsibilities	<ul style="list-style-type: none"> • Serves as principal policy advisor to the President and the Secretary on all matters concerning arms control, nonproliferation and disarmament matters • Oversees the negotiation, implementation and verification of international agreements in arms control and international security • Directs and coordinates export control policies and policies to prevent missile, nuclear, chemical, biological and conventional weapons proliferation • Leads the interagency policy process on nonproliferation and manages global U.S. security policy, principally in the areas of nonproliferation, arms control, regional security and defense relations, and arms transfers and security assistance under the authority of the Foreign Assistance Act, Arms Export Control Act and related legislation

	<ul style="list-style-type: none"> • Integrating and prioritizing the full range of arms control, nonproliferation and international security issues, such as coordinating diplomatic and international efforts related to such policies and programs and exercising various authorities related to the imposition of proliferation sanctions as required by U.S. law • Testifies before congressional committees and appears in the media • Reconciles policy differences among assistant secretaries before presenting unified proposals to the secretary and deputy secretaries • Coordinates closely with senior officials from other national security departments and agencies
Strategic Goals and Priorities	[Depends on the policy priorities of the administration]
REQUIREMENTS AND COMPETENCIES	
Requirements	<ul style="list-style-type: none"> • Substantive expertise in international security affairs • Effective public relations and speaking abilities • Highly resilient in navigating complex, interdependent relationships • High level of energy for extensive foreign travel and interaction, often without advance notice and for extended periods of time • Close working relationship with the Department of Defense, congressional committees and other agencies such as the Departments of Energy and Homeland Security and the CIA
Competencies	<ul style="list-style-type: none"> • Collaboration: Must have the ability to effectively drive consensus and work with peers, partners, superiors and those not in the line of command: should have the ability to create and maintain diverse relationships that facilitate consensus-building and collaborative decision-making • Influencing: must have the ability to facilitate collaboration and accomplish goals, even without having direct authority; should be able to reassess and renegotiate as necessary • Proven Negotiation Skills: must have the ability to use interpersonal and business skills to drive results, including policy improvements and treaty negotiations; should have a proven track record of improving processes and policies through a focus on achieving set goals • Global Mindset and Perspective: must be able to view decisions through multiple, diverse points of view; must have the ability to engage and collaborate with groups with varying perspectives and backgrounds; must consider the cultures of others in day-to-day activities

PAST APPOINTEES

Rose Gottemoeller (2012 – present): Assistant Secretary of State for the Bureau of Arms Control, Verification and Compliance; Director of the Carnegie Moscow Center; Deputy Undersecretary of Energy for Defense Nuclear Nonproliferation

Ellen Tauscher (2009 – 2012): Congresswoman, California; Democratic Party fundraiser and campaign coordinator

John Rood (2007 – 2009): Assistant Secretary for Arms Control and International Security; Special Assistant to the President for Counterproliferation Strategy (NSC); Deputy Assistant Secretary for Forces Policy (DOD)

Robert Joseph (2005 – 2007): U.S. Special Envoy for Nuclear Nonproliferation; Chief Negotiator to Libya; Office of the Assistant Secretary of Defense for International Security Affairs; Office of the Undersecretary of Defense for Nuclear Policy

John Bolton (2001 – 2005): Assistant Secretary for International Organization; Assistant Attorney General (DOJ); General Counsel (USAID); think tank career

ENDNOTES

This position description was created with the help of Egon Zehnder, a global executive search firm.

ⁱ 2017 data



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POSITION DESCRIPTION

UNDERSECRETARY FOR MANAGEMENT, DEPARTMENT OF STATE

OVERVIEW	
Senate Committee	Foreign Relations
Agency Mission	The Department of State is the lead institution for the conduct of American diplomacy and the secretary is the president's principal foreign policy advisor.
Position Overview	The Undersecretary for Management is responsible for the people, resources, facilities, technology and security of the department. The Undersecretary serves as one of the Secretary's principal advisors on management issues and on all matters involving allocation of department operating resources, including forward planning and control of positions, funds and other worldwide department resources in support of U.S. foreign policy objectives.
Compensation	Level III \$172,100 (5 U.S.C. § 5314) ⁱ
Position Reports to	Secretary and Deputy Secretary of the Department of State
RESPONSIBILITIES	
Management Scope	<p>In fiscal 2015, the Department of State had \$26,498 million in outlays, and in fiscal 2014 it had 10,068 total employment. The following bureaus and offices report to the undersecretary for management:</p> <ul style="list-style-type: none"> • Bureau of Administration • Bureau of Budget and Planning • Bureau of the Comptroller and Global Financial Services • Bureau of Consular Affairs • Bureau of Diplomatic Security • Bureau of Human Resources • Bureau of Information Resource Management • Bureau of Overseas Buildings Operations • Director of Diplomatic Reception Rooms • Foreign Service Institute • Office of Management Policy, Rightsizing, and Innovation • Office of Medical Services • Office of White House Liaison • Office of Foreign Missions <p>The chief financial officer serves as a core member of the Undersecretary's senior management team. As is customary in the department, much of the management responsibilities can be delegated to assistant secretaries or principal deputy assistant secretaries as appropriate.</p>

Primary Responsibilities	<ul style="list-style-type: none"> • Serves as a principal advisor to the Secretary on all matters involving the allocation of management resources in support of the President's foreign policy objectives. • Oversees all matters in the department relating to administration, consular affairs, security, personnel, resource management, financial operations, IT and information security, training and health • Reconciles policy differences among assistant secretaries before presenting unified proposals to the Secretary and Deputy Secretaries • Coordinates closely with the Office of Management and Budget as well as senior officials from other departments and agencies • Develops and executes management policies and directs global programs, including control and authority over the Foreign Service personnel system and department positions, operational funding, and other department resources worldwide • Assists the Secretary in representing the United States at international meetings, performing other representational assignments and presenting the department's position before congressional committees • Assesses the resource, security and strategic goals related to the U.S. government's presence abroad to ensure the correct amount of people and resources are in place worldwide • Increases the efficiency and effectiveness of the people, facilities and systems used to implement U.S. foreign policy • Represents the department on the President's Management Council and implements the President's Management Agenda, which is designed to make government more citizen-centric, effective and efficient • Improves the environmental sustainability of the State Department's facilities and operations
Strategic Goals and Priorities	[Depends on the policy priorities of the administration]
REQUIREMENTS AND COMPETENCIES	
Requirements	<ul style="list-style-type: none"> • Strong management and operations skills • Substantive expertise in international affairs • International experience and exposure • Knowledge of executive-legislative process
Competencies	<ul style="list-style-type: none"> • Ability to deal with multiple issues concurrently
PAST APPOINTEES	
Patrick F. Kennedy (2007 to present) - Director, Office of Management Policy, Rightsizing, and Innovation; Deputy Director of National Intelligence for Management; Transition Team Head, Office of the Director of National Intelligence	

Henrietta Fore (2005 to 2007) - Director of the United States Mint, Department of Treasury; Board Member, International Youth Foundation; Board Member, World Economic Forum Global Agenda Council on Poverty and Development Finance

Grant Green Jr. (2001 to 2005) - Chairman, Global Marketing and Development Solutions; Assistant Secretary of Defense, Manpower; Special Assistant to President Reagan for National Security Affairs; Executive Secretary, National Security Council

ⁱ 2017 data



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POSITION DESCRIPTION

UNDERSECRETARY FOR POLITICAL AFFAIRS, DEPARTMENT OF STATE

OVERVIEW	
Senate Committee	Foreign Relations
Agency Mission	The Department of State is the lead institution for the conduct of U.S. diplomacy, and the secretary of state is the president's principal foreign policy advisor.
Position Overview	The undersecretary for political affairs, ranked as the State Department's fourth-highest official, is the day-to-day manager of overall regional and bilateral policy issues. Since Congress authorized the position in 1959, 17 of 22 undersecretaries have been career foreign service officers, including every one since 1993, making the undersecretary traditionally the department's highest-ranking foreign service officer.
Compensation	Up to \$172,100 per year ⁱ
Position Reports to	Deputy Secretary of State and the Secretary of State
RESPONSIBILITIES	
Management Scope	The undersecretary for political affairs oversees the bureaus of Africa, East Asia and the Pacific; Europe and Eurasia; the Near East; South and Central Asia; and the Western Hemisphere as well as the Bureau of International Organizations. Fourteen staff members report directly to the undersecretary, and the seven bureaus, encompassing 270 distinct posts and nearly 30,000 department employees, support the work of the undersecretary.
Primary Responsibilities	<ul style="list-style-type: none"> • Assists the secretary and deputy secretaries in formulating and conducting foreign policy • Serves in roles requested by the secretary, including crisis management and special missions • Reconciles policy differences among assistant secretaries before presenting unified proposals to the secretary and deputy secretaries • Coordinates closely with senior officials from other national security departments and agencies • Performs representational duties, testifies before Congress and frequently appears in the media
Strategic Goals and Priorities	[Depends on the policy priorities of the administration]
REQUIREMENTS AND COMPETENCIES	

Requirements	<ul style="list-style-type: none"> • Top-notch foreign policy experience • Expertise in formulating, analyzing and implementing international affairs priorities • Familiarity with Department of State operations, and in-depth knowledge of the interagency policy process • Crisis management experience
Competencies	<ul style="list-style-type: none"> • The ability to step in for the deputy secretary or the secretary to represent the department on a wide range of issues • High level of energy for extensive foreign travel, often on short notice • Ability to testify before Congress • Effective public speaking skills, and the ability to appear in the media on short notice • Proven negotiation skills • Must be able to establish strong relationships with members of Congress, key congressional staffers and individuals throughout the top levels of government
PAST APPOINTEES	
Thomas Shannon, Jr. (2016 to present) – Counselor of the State Department; Ambassador to Brazil; Assistant Secretary of State for Western Hemisphere Affairs; Senior Director for Western Hemisphere Affairs at the National Security Council	
Wendy Sherman (2011 to 2015) – Counselor of the State Department; Assistant Secretary of State for Legislative Affairs	
William Burns (2008 to 2011) – Ambassador Extraordinary and Plenipotentiary to Russia; Assistant Secretary of State for Near Eastern Affairs; Ambassador Extraordinary and Plenipotentiary to Jordan	

ⁱ 2017 data



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POSITION DESCRIPTION

**UNITED STATES REPRESENTATIVE TO THE EUROPEAN UNION,
DEPARTMENT OF STATE**

OVERVIEW	
Senate Committee	Foreign Relations
Agency Mission	The Department of State is the lead institution for the conduct of American diplomacy, and the secretary of state is the president’s principal foreign policy advisor.
Position Overview	The United States representative to the European Union manages all aspects of U.S. relations with the European Union. The U.S. Mission to the European Union (USEU) hosts representatives from 10 U.S. government agencies and various departments, who report to the USEU chief of mission.
Compensation	Up to \$172,100 per year ¹
Position Reports to	The President. However, interactions with the president will occur largely through key personnel at the National Security Council. In addition, the representative coordinates with the secretary of state via the assistant secretary of state for European and Eurasian affairs.
RESPONSIBILITIES	
Management Scope	Representatives from the following agencies and departments report directly to the U.S. representative to the EU: the Department of State (political, economic and public affairs sections); the Department of Commerce (Foreign Commercial Service); the Department of Agriculture (Animal and Plant Health Inspection Service and Foreign Agricultural Service); the Office of the U.S. Trade Representative; the Department of the Treasury; the Department of Homeland Security, including Customs and Border Protection; the Department of Justice; the Department of Defense; the U.S. Agency for International Development; and the National Oceanic and Atmospheric Administration’s National Marine Fisheries Service.
Primary Responsibilities	<ul style="list-style-type: none"> • Represents, defends and promotes the interests of the United States with the European Union • Conveys to EU leadership the U.S. position on a wide range of issues deliberated at the EU • Maintains good relations with the U.S. ambassador to Belgium, who also resides in Brussels and has the primary responsibility for managing U.S.-Belgian relations
Strategic Goals and Priorities	

	[Depends on the policy priorities of the administration]
REQUIREMENTS AND COMPETENCIES	
Requirements	<ul style="list-style-type: none"> • A strong interest in international diplomacy • Keen interest in how the EU bureaucracy works and how to influence key EU decision-makers • Ability to speak publicly, including with the media, in defense or promotion of U.S. interests • Interest in living and working in Europe • Experience leading and managing diverse teams
Competencies	<ul style="list-style-type: none"> • Strong interpersonal and communication skills • Strategic thinker • Strong negotiation skills • Fluent in French, or knowledge of German or another EU language (helpful)
PAST APPOINTEES	
Anthony Gardner (2014 to present) – Managing Director, Palamon Capital Partners; Executive Director, leverage finance departments of Bank of America and GE Capital; Senior Associate, various international law firms	
William Kennard (2009 to 2013) – Managing Director, The Carlyle Group; Chairman, Federal Communications Commission; Various nonprofit boards, including the Yale University Council	
Kristen Silverberg (2008 to 2009) – Assistant Secretary of State for International Organization Affairs; Deputy Assistant to the President for Domestic Policy; Advisor to White House Chief of Staff	

ⁱ 2017 data



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POSITION DESCRIPTION

ASSISTANT SECRETARY FOR INTERNATIONAL SECURITY AND NONPROLIFERATION, DEPARTMENT OF STATE

OVERVIEW	
Senate Committee	Foreign Relations
Agency Mission	<p>The mission of the Department of State is to shape and sustain a peaceful, prosperous, just and democratic world, and foster conditions for stability and progress for the benefit of Americans, and people everywhere.</p> <p>The International Security and Nonproliferation Bureau leads the U.S. effort to prevent the spread of nuclear, chemical and biological weapons and their related materials and delivery systems.ⁱ</p>
Position Overview	The assistant secretary oversees the operations of the Bureau of International Security and Nonproliferation (ISN).
Compensation	Level IV \$161,900 (5 U.S.C. § 5315) ⁱⁱ
Position Reports to	Undersecretary for Arms Control and International Security
RESPONSIBILITIES	
Management Scope	<p>The assistant secretary oversees the operations of the Bureau of International Security and Nonproliferation, which is organized into 12 separate offices. The assistant secretary also works alongside three deputy assistant secretaries and three other senior official ambassadors.ⁱⁱⁱ The deputy assistant secretaries manage the day-to-day operations of ISN, exercising principal oversight over the management and staffing of subordinate organizations, and the development of policies and programs to assure responsiveness to shifting administration and departmental priorities (1 FAM 451). The fiscal 2017 budget allocation to this bureau is an estimated \$16 million.^{iv}</p>
Primary Responsibilities	<ul style="list-style-type: none"> • Assists the secretary of state and the undersecretary for arms control and international security in discharging their responsibilities for continuous supervision and general direction of international security and nonproliferation issues • Serves as principal advisor to department principals relating to international security and nonproliferation • Oversees development and implementation of U.S. policies to curb the proliferation to both state and nonstate actors of all types of weapons of mass destruction, missiles for WMD delivery and conventional weapons, by using the full array of diplomatic, financial, defense, law enforcement, rapid response and other measures

	<ul style="list-style-type: none"> • Directs ISN staff in providing policy guidance and liaison with all relevant U.S. government agencies on nonproliferation, counterproliferation and other matters related to international security policy • Represents the United States in negotiations in bilateral and multilateral settings, and on issues related to nonproliferation, counterproliferation and other matters concerning international security policy • Ensures effective coordination between the department and Congress on international security and nonproliferation issues • Engages in public diplomacy and outreach to domestic and international audiences, to support U.S. government and department objectives for international security and nonproliferation • Oversees bureau budget planning and operations to ensure efficient achievement of operational goals and stewardship of financial resources, and oversees the drafting and coordination of the bureau's strategic resource plan, as well as other budget documents and justifications (1 FAM 451)
Strategic Goals and Priorities	[Depends on the policy priorities of the administration]
REQUIREMENTS AND COMPETENCIES	
Requirements	<ul style="list-style-type: none"> • A deep understanding of nonproliferation issues • Knowledge of the Department of State's culture and operations, particularly the unique and mutually supporting roles of headquarters, missions and embassies, and the bureaucratic dynamics between regional and functional bureaus
Competencies	<ul style="list-style-type: none"> • Strong communication and interpersonal skills • Energy for frequent travel • Excellent negotiation skills • Ability to handle sensitive matters • Proven leadership and management skills for a large bureaucracy, for managing a dynamic international portfolio with significant domestic and foreign stakeholders and partners
PAST APPOINTEES	
Thomas Countryman (2011 to 2016) – Principal Deputy Assistant Secretary for Political-Military Affairs; Deputy Assistant Secretary for European Affairs; Deputy Chief of Mission for the U.S. Embassy in Athens, Greece ^v	
John Rood (2006 to 2008) – Special Assistant to the President and Senior Director for Counter proliferation Strategy, National Security Council; Director for Proliferation Strategy, Counter	



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proliferation and Homeland Defense, National Security Council; Deputy Assistant Secretary for Forces Policy, Department of Defense^{vi}

Stephen Geoffrey Rademaker (2005 to 2006) – Assistant Secretary of State for Arms Control; Chief Counsel for the House Select Committee on Homeland Security; Deputy Staff Director and Chief Counsel of the House Committee on International Relations; General Counsel of the Peace Corps^{vii}

ⁱ <http://www.state.gov/r/pa/ei/biog/174947.htm>

ⁱⁱ 2017 data

ⁱⁱⁱ <http://www.state.gov/t/isn/c7994.htm>

^{iv} <http://www.state.gov/documents/organization/252179.pdf>

^v <http://www.state.gov/r/pa/ei/biog/174947.htm>

^{vi} <https://www.congress.gov/nomination/109th-congress/1783?q=%7B%22search%22%3A%5B%22John+Rood%22%5D%7D&r=3>

https://www.aiaa.org/uploadedFiles/Events/Conferences/2012_Conferences/2012-Strategic-and-Tactical-Missile-Systems-and-Missile-Sciences-Conference/Detailed_Program/Rood%20Bio.pdf

^{vii} <https://2001-2009.state.gov/r/pa/ei/biog/12813.htm>

<http://www.podesta.com/talent/stephen-rademaker>



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POSITION DESCRIPTION

U.S. REPRESENTATIVE TO THE VIENNA OFFICE OF THE UNITED NATIONS AND THE INTERNATIONAL ATOMIC ENERGY AGENCY, DEPARTMENT OF STATE

OVERVIEW	
Senate Committee	Foreign Relations
Agency Mission	<p>The United States Mission to International Organizations in Vienna (UNVIE) conducts effective multilateral diplomacy with International Organizations in Vienna to design and implement global approaches to reduce global threats and seize global opportunities.</p> <p>UNVIE works with seven major organizations of the United Nations system based in Vienna: the International Atomic Energy Agency; the U.N. Office on Drugs and Crime; the Preparatory Commission of the Comprehensive Test Ban Treaty Organization; the U.N. Office of Outer Space Affairs; the Wassenaar Arrangement; the U.N. Commission on International Trade Law; and the U.N. Industrial Development Organization, of which the U.S. is not a member. UNVIE also covers the International Institute for Applied Systems Analysis in Laxenburg, Austria.</p>
Position Overview	The U.S. representative to the Vienna Office of the United Nations and the International Atomic Energy Agency serves as the representative of the United States on the board of governors of the International Atomic Energy Agency and at the International Atomic Energy Agency general conference.
Compensation	Level IV \$161,900 (5 U.S.C. § 5315) ⁱ
Position Reports to	UNVIE is under the responsibility of the State Department’s Bureau of International Organizations. Representatives serve at the pleasure of the president.
RESPONSIBILITIES	
Management Scope	UNVIE employs 31 officers and seven staff supported by an operating budget of \$1.5 million. UNVIE also monitors the use of more than \$200 million in U.S. contributions to international organizations in Vienna.
Primary Responsibilities	<ul style="list-style-type: none"> • Represents the United States on the board of governors of the International Atomic Energy Agency and at the general conference of the agency • Performs functions in connection with the participation of the United States in the International Atomic Energy Agency as the president may direct, from time to time (22 U.S.C. § 2021)

	<ul style="list-style-type: none"> Represents the United States in the U.N. Office on Drugs and Crime; the Preparatory Commission of the Comprehensive Test Ban Treaty Organization; the U.N. Office of Outer Space Affairs; the Wassenaar Arrangement; and the UN Commission on International Trade Law
Strategic Goals and Priorities	[Depends on the policy priorities of the administration]
REQUIREMENTS AND COMPETENCIES	
Requirements	<ul style="list-style-type: none"> Experience working with other countries and international organizations Familiarity with U.S. government agencies, including the departments of Defense, Energy, Justice and State; the Nuclear Regulatory Commission; the Intelligence Community; and U.S. National Laboratories Familiarity with nongovernment stakeholder communities
Competencies	<ul style="list-style-type: none"> Subject matter knowledge of nuclear nonproliferation, nuclear technology applications, nuclear terrorism, nuclear safety, nuclear testing, drug policy, space policy and export control Ability to manage and prioritize activities across multiple areas Ability to oversee a diverse team representing multiple U.S. government agencies
PAST APPOINTEES	
<p>Laura Holgate (2016 to present): Senior Director for Weapons of Mass Destruction, Terrorism and Threat Reduction, National Security Council; Vice President for Russia/New Independent State Programs, Nuclear Threat Initiative; Director of Office of Fissile Materials Disposition, Department of Energyⁱⁱ</p>	
<p>Joseph Macmanus (2012 to 2014): Minister Counselor, Foreign Service; Executive Assistant to the Secretary, Foreign Service; Senior Professional Aide, Secretary of Stateⁱⁱⁱ</p>	
<p>Glyn Davies (2009 to 2011): Minister Counselor, Foreign Service; Principal Deputy Assistant Secretary and Deputy Assistant Secretary, East Asia and Pacific Affairs Bureau; Acting Assistant Secretary, Bureau of Democracy, Human Rights and Labor^{iv}</p>	

ⁱ 2017 data

ⁱⁱ <https://vienna.usmission.gov/arrival-ambassador-laura-s-h-holgate/>

ⁱⁱⁱ <http://www.state.gov/r/pa/ei/biog/231548.htm>

^{iv} <http://www.state.gov/m/dghr/coc/2015/241344.htm>



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POSITION DESCRIPTION

**ASSISTANT SECRETARY FOR EDUCATIONAL AND CULTURAL AFFAIRS,
DEPARTMENT OF STATE**

OVERVIEW	
Senate Committee	Foreign Relations
Agency Mission	The Department of State is the lead institution for the conduct of American diplomacy and the secretary of state is the president's principal foreign policy advisor. ⁱ
Position Overview	The assistant secretary of state for educational and cultural affairs oversees a wide range of academic, cultural, private sector, professional, youth and sports exchange programs to increase mutual understanding between the people of the United States and other countries. ⁱⁱ
Compensation	Level IV \$161,900 (5 U.S.C. § 5315) ⁱⁱⁱ
Position Reports to	Undersecretary of State for Public Diplomacy and Public Affairs ^{iv}
RESPONSIBILITIES	
Management Scope	The bureau is made up of several offices that work to properly execute its programs, distribute resources and carry out its mission, including an Office of Academic Exchange Programs, an Office of Citizen Exchanges, an Office of English Language Programs, an Office of Global Educational Programs, an Office of International Visitors, an Office of Policy and evaluation, an Office of Private Sector Exchange and an Office of U.S. Study Abroad. ^v
Primary Responsibilities	<ul style="list-style-type: none"> • Promotes peaceful relations between countries based on exchange of academics, culture, industries, students and sports • Builds private-public partnerships and works with the private sector to bring resources and partnerships to leverage the work of the Bureau of Educational and Cultural Affairs
Strategic Goals and Priorities	[Depends on the policy priorities of the administration]
REQUIREMENTS AND COMPETENCIES	
Requirements	<ul style="list-style-type: none"> • High-level public engagement management experience (a plus) • Advanced advocacy and coalition building traits (beneficial)
Competencies	<ul style="list-style-type: none"> • Strong passion for the exchange of ideas, traditions and culture between countries and territories • Strong interpersonal and communication skills

- Energy for extensive foreign travel

PAST APPOINTEES

Evan Ryan (2013 to present) – Assistant to the Vice President and Special Assistant to the President for Intergovernmental Affairs and Public Engagement; Deputy Chair, Governance Track, Clinton Global Initiative^{vi}

Judith Stewart-Stock (2010 to 2013) – Vice President of Institutional Affairs, John F. Kennedy Center for the Performing Arts; Deputy Assistant to former President Clinton and the Social Secretary at The White House^{vii}

Goli Ameri (2008 to 2010) – Candidate for Congress, Oregon; Representative to the 60th Session of the United Nations General Assembly; Public Delegate, 61st session of the United Nations Commission on Human Rights^{viii}

ⁱ Partnership for Public Service agency profile

ⁱⁱ <https://eca.state.gov/about-bureau/about-assistant-secretary>

ⁱⁱⁱ 2017 data

^{iv} <http://www.state.gov/r/pa/ei/rls/dos/99494.htm>

^v <https://eca.state.gov/about-bureau/organizational-structure>

^{vi} <https://eca.state.gov/about-bureau/about-assistant-secretary>

^{vii} <https://diplopondit.net/2009/12/14/officially-in-judith-ann-stewart-stock-to-eca/>

^{viii} <http://www.thecgeinc.org/GoliAmeri.html>



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POSITION DESCRIPTION

**U.S. DEPUTY PERMANENT REPRESENTATIVE TO THE UNITED NATIONS,
DEPARTMENT OF STATE**

OVERVIEW	
Senate Committee	Foreign Relations
Agency Mission	To shape and sustain a peaceful, prosperous, just and democratic world and foster conditions for stability and progress for the benefit of the American people and people everywhere. ⁱ
Position Overview	The United States Deputy Representative to the United Nations serves as the second most senior American diplomat before the United Nations General Assembly and the Security Council in New York and carries the diplomatic rank of Ambassador Extraordinary and Plenipotentiary. In the absence of the Permanent Representative, the Deputy serves in his or her place.
Compensation	Rate determined by the president upon the basis of duties to be performed but not in excess of rates authorized by sections 3961, 3962, and 3963 of this title for chiefs of mission, members of the Senior Foreign Service, and Foreign Service officers occupying positions of equivalent importance. (22 U.S. Code § 287)
Position Reports to	U.S. Permanent Representative to the U.N.
RESPONSIBILITIES	
Management Scope	As is customary in the department, much of the management responsibilities for the approximately 150 employees at the mission in New York City are delegated to the United States Deputy Representative to the United Nations.
Primary Responsibilities	<ul style="list-style-type: none"> • Represents the U.S. in U.N. deliberations and negotiations along with the U.S. Permanent Representative to the U.N., particularly in the U.N. Security Council • Provides policy advice to the president, secretary of state, and National Security Council on matters relevant to the U.N. • Leads and manages the mission to the U.N.
Strategic Goals and Priorities	[Depends on the policy priorities of the administration]
REQUIREMENTS AND COMPETENCIES	
Requirements	<ul style="list-style-type: none"> • Strong substantive expertise in international affairs • International experience and exposure
Competencies	<ul style="list-style-type: none"> • Excellent negotiating and international political skills

- Strong media and communications skills
- Excellent leadership and managerial skills
- Ability to deal with multiple issues concurrently
- Ability to work collaboratively with others, particularly members of the Office of the Secretary of State and officials within the interagency

PAST APPOINTEES

Michele Sison (2014 to present): U.S. Ambassador to Sri Lanka and Maldives, U.S. Ambassador to Lebanon, and U.S. Ambassador to the United Arab Emirates.

Rosemary Ann DiCarlo (2011 to 2012): Career Member of the Foreign Service; Director for United Nations Affairs at the National Security Council

Alejandro Daniel Wolff (2005 to 2010): Career Member of the Foreign Service; Executive Assistant to Secretaries of State Madeleine Albright and Colin Powell

James B Cunningham (2001 to 2005): Director, Office of European Security and Political Affairs; Chief of Staff to NATO Secretary General

ⁱ <http://www.state.gov/s/d/rm/rls/dosstrat/2004/23503.htm>



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