# POSITION DESCRIPTION

# Assistant Secretary for International Affairs, Department of energy

|  |
| --- |
| **OVERVIEW** |
| Senate Committee | Energy and Natural Resources |
| Agency Mission | To ensure America’s security and prosperity by addressing its energy, environmental and nuclear challenges through transformative science and technology solutions. |
| Position Overview | The assistant secretary for international affairs has primary responsibility in the Department of Energy (DOE) for international cooperation in energy, science and technology. |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[1]](#endnote-1) |
| Position Reports to | Deputy Secretary and Secretary of Energy[[2]](#endnote-2) |
| **RESPONSIBILITIES** |
| Management Scope | The International Affairs Office had a fiscal 2016 budget of $18 million and 72 full-time equivalents.[[3]](#endnote-3) |
| Primary Responsibilities | * Advises the secretary, deputy secretary and other relevant DOE leadership on strategic implementation of U.S. international energy policy
* Leads and develops the department’s bilateral and multilateral research and development cooperation, including energy-related investment, and represents the department and U.S. government in interagency processes, intergovernmental forums, and bilateral and multilateral proceedings that address the development and implementation of energy policies, strategies and objectives
* Serves as the department’s formal lead on international engagements and collaboration
* Performs continual assessments of international energy conditions, especially as related to U.S. energy security, national security, economic competitiveness and trade, in coordination with relevant DOE program offices and senior officials
* Maintains working relationships with foreign governments and international energy organizations
* Serves as the central departmental clearance/concurrence point for State Department circulars related to international energy or technology agreements, or the authority for DOE officials to negotiate or sign such agreements to commit departmental resources
* Manages and coordinates programs to support the export of U.S. energy goods, services, equipment and technology
* Maintains relationships with energy-related industries, trade groups and other nongovernmental organizations[[4]](#endnote-4)
 |
| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * International experience
* Energy experience (preferred)
* Previous government experience
 |
| Competencies | * Strong diplomacy skills
* Excellent communication skills
* Energy for frequent travel
* Ability to work in a matrixed environment and manage high-level domestic and international stakeholders
* Ability to work under high pressure
 |
| **PAST APPOINTEES** |
| Jonathan Elkind (2015 to 2017): Acting Assistant Secretary, Office of International Affairs, Department of Energy; Principal Deputy Assistant Secretary, Office of International Affairs, Department of Energy; Nonresident Senior Fellow, The Brookings Institution[[5]](#endnote-5) |
| David B. Sandalow (2009 to 2013): Senior Advisor to the Secretary, Office of the Undersecretary of Energy, Department of Energy; Senior Fellow, Foreign Policy, The Brookings Institution; Senior Director, Environmental Affairs, National Security Council, Executive Office of the President[[6]](#endnote-6) |
| Karen Alderman Harbert (2004 to 2008): Deputy Assistant Administrator, Bureau for Latin America and the Caribbean, United States Agency for International Development; Manager, Marketing and Communications, K & M Group of Companies; Director of Latin American and Caribbean Programs, International Republican Institute[[7]](#endnote-7) |

1. The Consolidated Appropriations Act, 2017 (Public Law 115-31, May 5, 2017), contains a provision that continues the freeze on the payable pay rates for certain senior political officials at 2013 levels during calendar year 2017. [↑](#endnote-ref-1)
2. https://energy.gov/sites/prod/files/2017/01/f34/DOECHART-2017-01.pdf [↑](#endnote-ref-2)
3. https://energy.gov/sites/prod/files/2017/05/f34/FY2018BudgetVolume2\_2.pdf [↑](#endnote-ref-3)
4. OPM [↑](#endnote-ref-4)
5. Leadership Directories: https://lo.bvdep.com/PeopleDocument.asp?PersonId=-1&LDIPeopleId=907994&Save=1 [↑](#endnote-ref-5)
6. Leadership Directories: https://lo.bvdep.com/PeopleDocument.asp?PersonId=-1&LDIPeopleId=228252&Save=1 [↑](#endnote-ref-6)
7. Leadership Directories: https://lo.bvdep.com/PeopleDocument.asp?PersonId=-1&LDIPeopleId=465575&Save=1 [↑](#endnote-ref-7)