# POSITION DESCRIPTION

# deputy director, peace corps

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| **OVERVIEW** |
| Senate Committee | Foreign Relations |
| Agency Mission | The Peace Corps is an independent U.S government agency considered the preeminent leader in international volunteer service, with more than 220,000 Volunteers having served in more than 140 countries. Today 7,200 volunteers serve in some 65 countries to pursue the Peace Corps’ core missions: to work side by side with local leaders in schools, clinics, farms and small businesses and use their skills to tackle the most pressing development challenges of our generation; to bring about mutual understanding by ensuring better knowledge of the American people in the developing nations they serve; and to bring home their knowledge and experience, and a global outlook that enriches the lives of those around them. |
| Position Overview | The deputy director plays a senior-level role in the leadership of the Peace Corps, with responsibility for developing and implementing the director's broad guidance for Peace Corps program operations and supporting areas within the organization, as assigned. |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[1]](#endnote-1) |
| Position Reports to | Director of the Peace Corps[[2]](#endnote-2) |
| **RESPONSIBILITIES** |
| Management Scope | In fiscal 2015, the Peace Corps had $379.5 million in budget outlays and 1,042 employees.[[3]](#endnote-3) The Omnibus Appropriations bill for fiscal 2017 provides $410 million to the agency. The Peace Corps currently has some 7,200 volunteers serving in 65 countries. |
| Primary Responsibilities | * Provides executive direction to the agency, overseeing its programs and activities and establishing agency policy as determined by the agency’s director
* Represents the agency before Congress and reports to Congress
* Consults with representatives of foreign governments and international organizations in furtherance of the agency’s mission
* Consults with the secretary of state, the director of the Office of Management and Budget, the administrator of the Agency for International Development and other U.S. government officials to coordinate Peace Corps programs and activities with those of other agencies of the executive branch
* Articulates agency policy, plans, goals and accomplishments to the people of the United States as determined by the agency director
* Participates closely with the director and other top agency officials to resolve issues that affect the image and/or character of the agency and its programs
* Defines and analyzes problems and effects appropriate solutions
* Provides authoritative advice to the director on the effectiveness of established and proposed programs within his or her organization
* Conveys the director's views on matters of agency policy when in contact with members of Congress, other administration officials, the private sector and officials of other governments
* Analyzes and interprets the responses of the people contacted and briefs the director on opinions and trends, as he or she understands them
* Recommends courses of action, based on information gathered, after considering all ramifications
* Routinely undertakes confidential and sensitive projects for the director, taking into consideration the goals and objectives of the current administration[[4]](#endnote-4)
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Intimate knowledge of the aims, goals and policies of the director and the administration, and ability to implement them[[5]](#endnote-5)
* At least 10 years of international development experience
* At least 10 years of chief executive management experience, including international operations
* Understanding of international development issues
* Knowledge of Congress and experience in bipartisan congressional engagement
* Returned Peace Corps volunteer (preferred)
* International volunteer experience if not Peace Corps (a plus)
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| Competencies | * Ability to remain tactful and discrete at all times[[6]](#endnote-6)
* Strong communication and interpersonal skills
* Excellent leadership skills
* Ability to work under high pressure
* Ability to listen to staff, volunteers and external stakeholders
* Excellent interpersonal and intercultural abilities
* Foreign policy understanding and sensitivity
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| **PAST APPOINTEES** |
| Carlos J. Torres (2015 to 2017): Associate Director for Global Operations, Peace Corps; Regional Director for Inter-America and Pacific Region, Peace Corps; Independent Consultant on International Projects[[7]](#endnote-7) |
| Carolyn Hessler Radelet (2010 to 2014): Vice President and Director, John Snow Inc., Washington, D.C., Director, International Group, John Snow Inc., HIV/AIDS Advisor, Health and Child Survival Fellows Program, U.S. Agency for International Development[[8]](#endnote-8) |
| Josephine K. Olsen (2002 to 2009): Senior Vice President and Director, Academy for Educational Development; Chief of Staff, Office of the Director, Peace Corps; Regional Director, North Africa, Near East, Asia and the Pacific, Peace Corps[[9]](#endnote-9) |

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. OPM [↑](#endnote-ref-2)
3. Leadership Directories: https://lo.bvdep.com/OrgDocument.asp?OrgId=-1&LDIBookId=19&LDIOrgId=155567&LDISecId=201&FromRecent=0&Save=1&Position=-1#O155567 [↑](#endnote-ref-3)
4. OPM [↑](#endnote-ref-4)
5. OPM [↑](#endnote-ref-5)
6. OPM [↑](#endnote-ref-6)
7. https://obamawhitehouse.archives.gov/the-press-office/2014/08/28/president-obama-announces-more-key-administration-posts [↑](#endnote-ref-7)
8. http://www.allgov.com/news/appointments-and-resignations/director-of-the-peace-corps-who-is-carrie-hessler-radelet-130819?news=850890 [↑](#endnote-ref-8)
9. Leadership Directories: https://lo.bvdep.com/PeopleDocument.asp?PersonId=-1&LDIPeopleId=447807&Save=1 [↑](#endnote-ref-9)