POSITION DESCRIPTION

**Assistant Secretary (Conflict and Stabilization Operations) and Coordinator for Reconstruction and Stabilization, Department of state**

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| **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 of state (conflict and stabilization operations) and coordinator for reconstruction and stabilization advances State’s understanding of violent conflict through analysis and planning; monitoring, evaluation and learning; and targeted, in-country efforts that help the U.S. government anticipate, prevent and respond to conflict and promote long-term stability.[[1]](#endnote-1) |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[2]](#endnote-2) |
| Position Reports to | Undersecretary for Civilian Security, Democracy and Human Rights[[3]](#endnote-3) |
| **RESPONSIBILITIES** |
| Management Scope | In fiscal 2015, the Bureau for Conflict and Stabilization Operations had an actual budget of $22.732 million and the assistant secretary and coordinator for reconstruction and stabilization oversees four offices: * Office of the Executive Director
* Office of Partnerships and Strategic Communication
* Office of African, East Asian, Pacific and South and Central Asian Affairs
* Office of Near Eastern, Western Hemisphere and European Affairs[[4]](#endnote-4)
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| Primary Responsibilities | * Serves as the coordinator for reconstruction and stabilization and manages the Bureau of Conflict and Stabilization Operations
* Serves as the senior advisor on conflict and instability issues in fragile states and works to advances U.S. national security by breaking cycles of violent conflict and mitigating crises in priority countries
* Oversees development of long-range strategic policies and plans related to engagement in conflict prevention, crisis response and stabilization to address the underlying causes of destabilizing violence
* Collaborates with relevant partners to harmonize civilian and military plans and operations pertaining to conflict prevention, crisis response and stabilization
* Coordinates with senior personnel at other departments and agencies, Congress, nongovernmental organizations, foreign governments, international/regional organizations, the private sector and the public[[5]](#endnote-5)
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Expertise in the field of conflict prevention and a strong analytic background
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| Competencies | * Ability to prioritize the Bureau’s efforts, ensure the production of clear, thorough and well-supported conflict analysis, and effectively communicate the Bureau’s findings within the department and interagency
* Strong communication and interpersonal skill
* Excellent negotiation skills
* Ability to work in a matrixed agency
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| **PAST APPOINTEES** |
| David M. Robinson (2015 to 2017) Principal Deputy High Representative in Bosnia and Herzegovina; Assistant Chief of Mission at the Embassy in Kabul, Afghanistan; Deputy Assistant Secretary of State in the Bureau of Population, Refugees and Migration[[6]](#endnote-6) |
| Frederick D. Barton (2012 to 2014): Senior Advisor to the Secretary of State on Conflict and Stabilization; United States Representative to the Economic and Social Council of the United Nations; Deputy High Commissioner of the United Nations Refugee Agency[[7]](#endnote-7) |

1. https://www.state.gov/j/cso/ [↑](#endnote-ref-1)
2. 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-2)
3. https://www.state.gov/documents/organization/263637.pdf [↑](#endnote-ref-3)
4. <https://www.state.gov/documents/organization/252179.pdf>)

<https://lo.bvdep.com/OrgChart.asp?curp=1&LDIBookId=19&LDISectionId=180&LDIOrgId=231886> [↑](#endnote-ref-4)
5. OPM PD [↑](#endnote-ref-5)
6. https://www.state.gov/r/pa/ei/biog/bureau/250943.htm [↑](#endnote-ref-6)
7. https://berkleycenter.georgetown.edu/people/frederick-barton [↑](#endnote-ref-7)