POSITION DESCRIPTION

**assistant secretary for population, refugees and migration, 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. |
| Position Overview | The assistant secretary for population, refugees and migration advances U.S. humanitarian, population and migration policies and provides guidance on programs related to the protection and assistance of refugees and other victims of conflict.[[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 fiscal2015, the Bureau for Population, Refugees and Migration had a budget of $620,000. The assistant secretary oversees the principal deputy assistant secretary and three deputy assistant secretaries.[[4]](#endnote-4) |
| Primary Responsibilities | * Manages the Bureau of Population, Refugees and Migration
* Enhances international cooperation on migration matters, draws policy attention to population and reproductive health care issues, and strengthens international cooperation on these topics
* Serves as the primary liaison with international and nongovernmental organizations and other key stakeholders, particularly:
	+ United Nations High Commissioner for Refugees
	+ United Nations Relief and Works Agency for Palestine Refugees in the Near East
	+ International Organization for Migration
	+ International Committee of the Red Cross
* Appears before congressional committees and in the media
* Coordinates with regional assistant secretaries in the areas affected by refugee and migration crises, and regularly briefs the secretary and deputy secretaries on humanitarian issues
* Coordinates with senior officials at the U.S. Agency for International Development and the Department of Homeland Security, and with senior White House officials and other senior officials[[5]](#endnote-5)
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Experience in international humanitarian advocacy
* Extensive government and international experience
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| Competencies | * Strong communication and interpersonal skills, and ability to appear before media
* Strong relationship-building skills
* Ability to handle politically sensitive issues
* Energy for frequent travel
* Excellent negotiation skills
* Ability to work in a matrixed and international environment
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| **PAST APPOINTEES** |
| Anne Claire Richard (2012 to 2017): Vice President of Government Relations and Advocacy for International Rescue Committee; Director of the Secretary’s Office of Resources, Plans and Policy at State Department; Deputy Chief Financial Officer of the Peace Corps[[6]](#endnote-6) |
| Eric P. Schwartz (2009 to 2011): Director of Connect U.S. Fund; Deputy Special Envoy for Tsunami Recovery for the United Nations Secretary-General Kofi Annan; Second-Ranking Official at the Office of the United Nations High Commissioner for Human Rights in Geneva; Senior Director and Special Assistant to the President for Multilateral and Humanitarian Affairs at the National Security Council in the White House[[7]](#endnote-7) |
| Ellen Richmond Sauerbrey[[8]](#endnote-8) (2006 to 2007): Representative to the United Nations Commission on the Status of Women; Led the U.S. delegation to the 2004 Ninth Annual Conference of Women in Latin America; Representative at the 2001 session of the United Nations Commission on Human Rights and to the U.S. delegations to the Economic and Social Council and the United Nations General Assembly[[9]](#endnote-9) |

1. https://www.state.gov/j/prm/about/index.htm [↑](#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://lo.bvdep.com/OrgDocument.asp?OrgId=-1&LDIBookId=19&LDIOrgId=156936&LDISecId=180&FromRecent=1&Save=0#O156936 [↑](#endnote-ref-4)
5. OPM [↑](#endnote-ref-5)
6. https://2009-2017.state.gov/r/pa/ei/biog/188212.htm [↑](#endnote-ref-6)
7. http://www.uscirf.gov/about-uscirf/eric-p-schwartz-vice-chair [↑](#endnote-ref-7)
8. https://history.state.gov/departmenthistory/people/principalofficers/assistant-secretary-for-population-refugees-migration [↑](#endnote-ref-8)
9. https://2001-2009.state.gov/outofdate/bios/s/62243.htm [↑](#endnote-ref-9)