POSITION DESCRIPTION

**coordinator for counterterrorism, 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 coordinator for counterterrorism forges partnerships with foreign governments, multilateral organizations and nonstate actors to advance the counterterrorism objectives and national security of the United States.[[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 |
| **RESPONSIBILITIES** |
| Management Scope | The Bureau of Counterterrorism had a budget of $9.391 million in fiscal 2015.[[3]](#endnote-3) The coordinator for counterterrorism had approximately 21 direct reports in 2012.[[4]](#endnote-4) |
| Primary Responsibilities | * Serves as an advisor to the secretary and other department officials on counterterrorism policy, strategy, threats and operations
* Develops coordinated strategies to prevent terrorism and defeat terrorists abroad and secures the cooperation of international partners toward those ends
* Manages and has oversight responsibility for several U.S. foreign assistance programs
* Designs, manages and oversees foreign assistance to build the civilian capabilities of foreign government partners to prevent and counterterrorism and violent extremism in an effective and sustainable fashion
* Supports foreign efforts to build law enforcement and judicial capabilities to prevent and mitigate attacks; disrupt terrorist transit; and arrest, investigate, prosecute and incarcerate terrorists in accordance with the rule of law
* Promotes the leadership of other countries to build capacity in third-world countries in their regions
* Strengthens partnerships and initiatives involving governmental and nongovernmental actors to prevent violent extremism[[5]](#endnote-5)
* Coordinates closely with other state department components and interagency components[[6]](#endnote-6)
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Background in analyzing, preventing or combating international terrorism
* Knowledge of the civilian side of counterterrorism and related international cooperation and capacity-building issues
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| Competencies | * Strong communication and negotiation skills to work effectively with foreign countries and other agencies
* Ability to work under high pressure
* Ability to handle sensitive matters
* Ability to work across partisan lines
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| **PAST APPOINTEES** |
| Tina S. Kaidanow (2014 to 2016): Deputy Ambassador at the Embassy in Kabul; Principal Deputy Assistant Secretary in the Bureau of European and Eurasian Affairs; Deputy Assistant Secretary responsible for issues related to Greece, Turkey, Cyprus and the Caucasus, Department of State[[7]](#endnote-7) |
| Daniel Benjamin (2009 to 2012): Senior Fellow, Foreign Policy Studies and Director of the Center on the United States and Europe, Brookings Institution; Senior Fellow at the Center for Strategic and International Affairs in Washington; Jennings Randolph Fellow at the United States Institute of Peace, Foreign Policy Speechwriter, National Security Council, Special Assistant to President Bill Clinton[[8]](#endnote-8) |
| Dell L. Dailey (2007 to 2009): Director of the Bureau of Counterterrorism[[9]](#endnote-9); [Joint Special Operations Command](https://www.revolvy.com/topic/Joint%20Special%20Operations%20Command%26item_type%3Dtopic)[[10]](#endnote-10); Director, Center for Special Operations[[11]](#endnote-11) |

1. https://www.state.gov/documents/organization/101435.pdf [↑](#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/252179.pdf [↑](#endnote-ref-3)
4. Romney Readiness Project position description [↑](#endnote-ref-4)
5. https://www.state.gov/j/ct/programs/index.htm [↑](#endnote-ref-5)
6. OPM [↑](#endnote-ref-6)
7. https://www.state.gov/r/pa/ei/biog/80149.htm [↑](#endnote-ref-7)
8. http://dickey.dartmouth.edu/people/daniel-benjamin [↑](#endnote-ref-8)
9. https://history.state.gov/departmenthistory/people/dailey-dell-l [↑](#endnote-ref-9)
10. http://www.allgov.com/officials/dailey-dell?officialid=28673 [↑](#endnote-ref-10)
11. http://www.washingtonpost.com/wp-dyn/content/article/2007/08/23/AR2007082302031.html [↑](#endnote-ref-11)