# POSITION DESCRIPTION

# permanent representative of the u.s. to the organization of american states, Department of state

|  |
| --- |
| **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 permanent representative of the U.S. to the Organization of American States (OAS) promotes democracy and democratic institutions, ensures free and fair elections, and supports the efforts of the Inter-American Commission on Human Rights to promote and protect these rights in the member states. |
| Compensation | Foreign Service Chiefs of Mission pay plan[[1]](#endnote-1) |
| Position Reports to | Assistant secretary for Western Hemisphere affairs and assistant secretary for international organization affairs  |
| **RESPONSIBILITIES** |
| Management Scope | The permanent representative of the U.S. to the OAS oversees a relatively small staff and budget. |
| Primary Responsibilities | * Serves as a liaison to the organization’s leaders and the point of contact for other member states’ representatives
* Coordinates all U.S. policy, reports on developments and shares policy advice with the responsible assistant secretary, other department principals and the president
* Appears in the media, manages mission resources and leads the direct hire of locally engaged staff
* Reports on issues of vital interest to the entire U.S. government through Department of State channels[[2]](#endnote-2)

Leads the Organization of American States in its mission to:* Promote democracy and democratic institutions by upholding the Inter-American Democratic Charter as the political standard for the Western Hemisphere, ensuring free and fair elections in the member states via credible OAS observation missions, and supporting the efforts of the Inter-American Commission on Human Rights to promote and protect these rights in the member states
* Strengthen OAS security initiatives by providing technical cooperation to member states in their efforts to combat drugs, terrorism and organized crime, and other threats to security
* Improve social conditions in the hemisphere through technical cooperation programs in the areas of education, environment, labor, science and technology, culture and tourism
* Contribute to the creation of the Energy and Climate Partnership of the Americas[[3]](#endnote-3)
 |
| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Knowledge and understanding of country dynamics in the Western Hemisphere
* Spanish or Portuguese proficiency (preferred)
* Relationships with stakeholders in relevant countries (useful)
 |
| Competencies | * Ability to persuade, communicate and conduct diplomatic negotiation
* Strong interpersonal skills
* Cultural sensitivity
 |
| **PAST APPOINTEES** |
| John F. Maisto (2003 to 2007): Special Assistant to President Bush and Senior Director for Western Hemisphere Affairs for National Security Advisor Dr. Condoleezza Rice; Foreign Policy Advisor at the U.S. Southern Command; Ambassador to Venezuela[[4]](#endnote-4) |
| Roger Francisco Noriega (2001 to 2003): Professional Staff Member, Committee on Foreign Relations, Senate; Professional Staff Member, Committee on Foreign Relations, House of Representatives; Senior Policy Advisor and Alternate U.S. Permanent Representative, Organization of American States, Department of State[[5]](#endnote-5) |

1. 2016 plum book [↑](#endnote-ref-1)
2. OPM [↑](#endnote-ref-2)
3. https://diplomacy.state.gov/discoverdiplomacy/explorer/places/201578.htm [↑](#endnote-ref-3)
4. https://2001-2009.state.gov/outofdate/bios/m/23066.htm [↑](#endnote-ref-4)
5. Leadership Directories [↑](#endnote-ref-5)