POSITION DESCRIPTION

# US Representative to the vienna office of the united nations and the international atomic energy agency, department of state

|  |
| --- |
| **OVERVIEW** |
| Senate Committee | Foreign Relations |
| Agency Mission | The United States Mission to International Organizations in Vienna (UNVIE) conducts effective multilateral diplomacy with International Organizations in Vienna to design and implement global approaches to reduce global threats and seize global opportunities.UNVIE works with seven major organizations of the United Nations system based in Vienna: the International Atomic Energy Agency; the U.N. Office on Drugs and Crime; the Preparatory Commission of the Comprehensive Test Ban Treaty Organization; the U.N. Office of Outer Space Affairs; the Wassenaar Arrangement; the U.N. Commission on International Trade Law; and the U.N. Industrial Development Organization, of which the U.S. is not a member. UNVIE also covers the International Institute for Applied Systems Analysis in Laxenburg, Austria. |
| Position Overview | The U.S. representative to the Vienna Office of the United Nations and the International Atomic Energy Agency serves as the representative of the United States on the board of governors of the International Atomic Energy Agency and at the International Atomic Energy Agency general conference. |
| Compensation | Level IV $158,500 (5 U.S.C. § 5315)[[1]](#endnote-1) |
| Position Reports to | UNVIE is under the responsibility of the State Department’s Bureau of International Organizations. Representatives serve at the pleasure of the president. |
| **RESPONSIBILITIES** |
| Management Scope | UNVIE employs 33 officers and fifteen staff supported by an operating budget of $1.5 million. UNVIE also monitors the use of more than $200 million in U.S. contributions to international organizations in Vienna. |
| Primary Responsibilities | * Represents the United States on the board of governors of the International Atomic Energy Agency and at the general conference of the agency
* Performs functions in connection with the participation of the United States in the International Atomic Energy Agency as the president may direct, from time to time (22 U.S.C. § 2021)
* Represents the United States in the U.N. Office on Drugs and Crime; the Preparatory Commission of the Comprehensive Test Ban Treaty Organization; the U.N. Office of Outer Space Affairs; the Wassenaar Arrangement; and the UN Commission on International Trade Law
 |
| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Experience working with other countries and international organizations
* Familiarity with U.S. government agencies, including the departments of Defense, Energy, Justice and State; the Nuclear Regulatory Commission; the Intelligence Community; and U.S. National Laboratories
* Familiarity with nongovernment stakeholder communities
 |
| Competencies | * Subject matter knowledge of nuclear nonproliferation, nuclear technology applications, nuclear terrorism, nuclear safety, nuclear testing, drug policy, space policy and export control
* Ability to manage and prioritize activities across multiple areas
* Ability to oversee a diverse team representing multiple U.S. government agencies
 |
| **PAST APPOINTEES** |
| Jackie Wolcott (2018 to 2021): Commissioner, US Commission on International Religious Freedom; Executive Director, US Commission on International Religious Freedom; Special Envoy for Nuclear Nonproliferation, Department of State |
| Laura Holgate (2016 to 2017): Senior Director for Weapons of Mass Destruction, Terrorism and Threat Reduction, National Security Council; Vice President for Russia/New Independent State Programs, Nuclear Threat Initiative; Director of Office of Fissile Materials Disposition, Department of Energy[[2]](#endnote-2) |
| Joseph MacManus (2012 to 2014): Minister Counselor, Foreign Service; Executive Assistant to the Secretary, Foreign Service; Senior Professional Aide, Secretary of State[[3]](#endnote-3) |

1. The Consolidated Appropriations Act, 2021 (Public Law 116-260, December 27, 2020), contains a provision that continues the freeze on the payable pay rates for certain senior political officials through January 1, 2022. The compensation information is based on guidance from the Office of Personnel Management and can be accessed [here](https://www.chcoc.gov/content/continued-pay-freeze-certain-senior-political-officials-4#:~:text=Section%20748%20of%20division%20E,on%20December%2031%2C%202020%2C%20by). If you are selected for this position, please consult the agency’s HR representative for further guidance on compensation.  [↑](#endnote-ref-1)
2. <https://vienna.usmission.gov/arrival-ambassador-laura-s-h-holgate/> [↑](#endnote-ref-2)
3. <http://www.state.gov/r/pa/ei/biog/231548.htm> [↑](#endnote-ref-3)