POSITION DESCRIPTION

**assistant administrator for the bureau for africa, united states agency for international development**

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| **OVERVIEW** | |
| Senate Committee | Foreign Relations |
| Agency Mission | To partner to end extreme poverty and promote resilient, democratic societies while advancing our security and prosperity[[1]](#endnote-1) |
| Position Overview | The assistant administrator for the Bureau for Africa directs and supervises the activities of the bureau and its overseas organizations.[[2]](#endnote-2) |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[3]](#endnote-3) |
| Position Reports to | Administrator of the United States Agency for International Development (USAID)[[4]](#endnote-4) |
| **RESPONSIBILITIES** | |
| Management Scope | The assistant administrator for Africa oversees the following offices: Administrative Management; Coordinator for Power Africa; Development Planning; East African Affairs; Southern African Affairs; Sudan and South Sudan Programs; Sustainable Development; and West African Affairs.[[5]](#endnote-5) |
| Primary Responsibilities | * Directs the formulation of U.S. development programs, and approves programs and projects * Authorizes the execution of development assistance agreements with African countries and regional organizations * Submits an annual budget * Assists in presenting the bureau’s program and budget to Congress * Ensures, within the region, the integration of food aid resources and sustainable development with USAID-financed resources * Approves and directs the allocation of available resources among African offices and overseas missions * Oversees the implementation of programs and projects * Monitors performance under loan and grant agreements, contracts and other operating agreements * Takes or recommends required remedial action[[6]](#endnote-6) |
| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** | |
| Requirements | * Prior government experience; knowledge of the legislative and federal budgeting process * Experience in foreign affairs and with the region (preferred) * Strong management experience * Strong relationships with relevant stakeholders, or ability to form them |
| Competencies | * Strong communication and public-speaking skills * Strong leadership and managerial skills * Ability to work under high pressure and handle sensitive matters * Energy for frequent travel * Excellent negotiation skills * Ability to work across party lines |
| **PAST APPOINTEES** | |
| Linda Etim (2015 to 2017): Deputy Assistant Administrator, USAID; Director for African Affairs, National Security Council; Senior Security Analyst, Department of Defense[[7]](#endnote-7) | |
| Earl W. Gast (2012 to 2014): Mission Director for Afghanistan, USAID; Senior Deputy Assistant Administrator, Bureau for Africa, USAID; Mission Director, Ukraine, Belarus & Moldova, USAID[[8]](#endnote-8) | |
| Katherine Almquist (2007 to 2012): Mission Director for Sudan, USAID; United States Representative to the Assessment and Evaluation Commission; Deputy Assistant Administrator, Bureau for Africa, USAID; Special Assistant and Senior Policy Advisor to the USAID Administrator[[9]](#endnote-9) | |

1. Partnership for Public Service position description [↑](#endnote-ref-1)
2. OPM position description [↑](#endnote-ref-2)
3. 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-3)
4. Leadership Directories: https://lo.bvdep.com/OrgChart.asp?curp=1&LDIBookId=19&LDISectionId=201&LDIOrgId=155119 [↑](#endnote-ref-4)
5. https://lo.bvdep.com/OrgChart.asp?curp=1&LDIBookId=19&LDISectionId=201&LDIOrgId=155119 [↑](#endnote-ref-5)
6. OPM position description [↑](#endnote-ref-6)
7. https://www.linkedin.com/in/linda-etim-99a491132/ [↑](#endnote-ref-7)
8. https://www.linkedin.com/in/earlgast/ [↑](#endnote-ref-8)
9. https://georgewbush-whitehouse.archives.gov/results/leadership/bio\_1183.html [↑](#endnote-ref-9)