# POSITION DESCRIPTION

# Assistant adminitrator for Democracy, Conflict and Humanitarian Assistance, USAID

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| **OVERVIEW** |
| Senate Committee | Foreign Relations  |
| Agency Mission | To end extreme poverty and promote resilient, democratic societies while advancing our security and prosperity |
| Position Overview | The assistant administrator for the Bureau for Democracy, Conflict and Humanitarian Assistance provides technical leadership and expertise in coordinating the United States Agency for International Development’s (USAID) democracy programs, international disaster assistance, emergency and developmental food aid, aid to manage and mitigate conflict, and USAID’s contingent of the Civilian Response Corps. |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[1]](#endnote-1) |
| Position Reports to | USAID Administrator |
| **RESPONSIBILITIES** |
| Management Scope | **The Bureau for Democracy, Conflict and Humanitarian Assistance has more than 800 team members.**[[2]](#endnote-2) |
| Primary Responsibilities | * Provides technical leadership and expertise in coordinating USAID's democracy programs, international disaster assistance, emergency and developmental food aid, aid to manage and mitigate conflict, and USAID’s contingent of the Civilian Response Corps
* Provides technical leadership, support and advice in developing policy and programs to assist countries transitioning out of crisis and administers disaster assistance, preparedness and mitigation
* Provides aid to American schools and hospitals abroad
* Provides technical advice and support on these programs to the USAID administrator, the agency’s regional bureaus, field missions and other operational offices
* Coordinates international humanitarian assistance efforts
* Submits an annual budget, and assists in presenting the bureau’s program and budget to Congress[[3]](#endnote-3)
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Prior government experience (a plus); knowledge of the legislative and federal budgeting process
* Experience in foreign affairs, preferably with humanitarian assistance
* Strong management experience
* Strong relationships with relevant stakeholders, or ability to form them
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| 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
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| **PAST APPOINTEES** |
| R. David Harden (2016 to 2017): Mission Director, USAID West Bank and Gaza; Deputy Mission Director, USAID Baghdad, Iraq; Senior Advisor, Special Envoy for Middle East Peace[[4]](#endnote-4) |
| Nancy E. Lindborg (2010 to 2015): President, Mercy Corps; Co-President, Board of Directors, U.S. Global Leadership Campaign, U.S. Global Leadership Coalition; Chair, Management Committee, The Sphere Project[[5]](#endnote-5) |
| Michael E. Hess (2005 to 2009): Vice President, Citibank; 30 years of active and reserve service in the military, serving in humanitarian operations in Turkey, Iraq, Bosnia and Kosovo[[6]](#endnote-6) |

1. 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-1)
2. https://www.usaid.gov/who-we-are/organization/bureaus/bureau-democracy-conflict-and-humanitarian-assistance [↑](#endnote-ref-2)
3. OPM [↑](#endnote-ref-3)
4. https://www.linkedin.com/in/r-david-harden-93015a13/ [↑](#endnote-ref-4)
5. Leadership Directories: https://lo.bvdep.com/PeopleDocument.asp?PersonId=-1&LDIPeopleId=851318&Save=1 [↑](#endnote-ref-5)
6. <https://www.linkedin.com/in/michael-hess-97055424/>

http://www.spoke.com/people/michael-hess-3e1429c09e597c1005a6c6e0 [↑](#endnote-ref-6)