# POSITION DESCRIPTION

# assistant administrator (europe and eurasia), united states agency for international development

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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 Europe and Eurasia directs and supervises activities of the bureau and its overseas missions. |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[1]](#endnote-1) |
| Position Reports to | United States Agency for International Development (USAID) Administrator[[2]](#endnote-2) |
| **RESPONSIBILITIES** | |
| Management Scope | The assistant administrator for Europe and Eurasia oversees the Administrative and Information Services Division; the Office of Europe and Eurasia Country Affairs; the Program Office; the Financial Services Division; and the Technical Support Office. |
| Primary Responsibilities | * Directs the formulation of U.S. development programs; approves programs and projects; and authorizes the execution of development assistance agreements with European and Eurasian countries and regional organizations * Submits an annual budget; assists in presenting the bureau's program and budget to Congress; and ensures the integration, within the region, of democracy, governance and economic growth and development resources with USAID-financed resources * Approves and directs the allocation of available resources among E&E offices and overseas missions; oversees the implementation of programs and projects; monitors performance under loan and grant agreements, contracts and other operating agreements; and takes or recommends required remedial action[[3]](#endnote-3) |
| 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** | |
| Thomas Melia (2015 to 2017): Executive Director, Democracy International; Deputy Assistant Secretary of State, Department of State; Deputy Executive Director, Freedom House[[4]](#endnote-4) | |
| Paige Eve Alexander (2010 to 2014): Senior Vice President, IREX; Acting Deputy Assistant Administrator, Bureau for Europe and Eurasia, USAID; Associate Director of Project Liberty, John F. Kennedy School of Government, Harvard University[[5]](#endnote-5) | |
| Douglas Menarchik (2007 to 2009): Assistant Administrator, Bureau for Policy and Program Coordination, USAID; Director, George Bush Presidential Library and Museum; Director, National Defense University’s Civilian War College[[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 [↑](#endnote-ref-2)
3. OPM [↑](#endnote-ref-3)
4. http://democracyinternational.com/news/press-release-former-di-executive-director-thomas-o-melia-sworn-in-as-usaid-assistant-administrator/ [↑](#endnote-ref-4)
5. https://votesmart.org/public-statement/832380/president-obama-announces-more-key-administration-posts#.WP-J0NLyuUk [↑](#endnote-ref-5)
6. http://today.tamu.edu/2008/04/29/usaid-administrator-menarchik-to-speak/ [↑](#endnote-ref-6)