POSITION DESCRIPTION

**assistant secretary for democracy, human rights and labor, Department of state**

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| **OVERVIEW** |
| Senate Committee | Foreign Relations |
| Agency Mission | The Department of State is the lead institution for the conduct of American diplomacy. |
| Position Overview | The Bureau of Democracy, Human Rights and Labor leads U.S. efforts to promote democracy, protect human rights and international religious freedom, and advance labor rights globally.[[1]](#endnote-1) |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[2]](#endnote-2) |
| Position Reports to | Undersecretary for Civilian Security, Democracy and Human Rights[[3]](#endnote-3) |
| **RESPONSIBILITIES** |
| Management Scope | In fiscal 2015, the Bureau for Democracy, Human Rights and Labor had a budget of $9.9 million. The assistant secretary oversees:* The Office of Special Advisor for International Disability Rights
* The Office of Special Envoy to Monitor and Combat Anti-Semitism
* The Office of Special Representative for International Labor Affairs
* The ambassador-at-large for international religious freedom
* A principal deputy assistant secretary
* Three/four deputy assistant secretaries
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| Primary Responsibilities | * Leads the Bureau of Democracy, Human Rights and Labor to promote democracy as a means to achieve security, stability and prosperity for the entire world
	+ Assists newly formed democracies in implementing democratic principles
	+ Assists democracy advocates around the world to establish vibrant democracies in their own countries
	+ Leads in developing U.S. government policies that address foreign governments that deny citizens the right to choose their leaders in free, fair and transparent elections
* Oversees the Human Rights and Democracy Fund to address human rights and democratization emergencies, and advises regional assistant secretaries on regional democracy funds to support democratization programs such as election monitoring and parliamentary development
* Oversees the publication of the department’s annual Human Rights Report, which assesses the record of more than 190 countries on these issues
* Routinely appears before congressional committees, and represents the U.S. government in the media on human rights and democracy issues
* Coordinates with the six regional assistant secretaries as well as the assistant secretary for legislative affairs, the assistant secretary for public affairs, the coordinator for counterterrorism, the coordinator for international information programs, the United Nations, nongovernmental organizations and senior officials at other departments and agencies[[4]](#endnote-4)
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Substantive expertise in international affairs
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| Competencies | * Effective public relations and speaking abilities
* High level of energy for extensive foreign travel and interactions[[5]](#endnote-5)
* Strong communication and interpersonal skills
* Excellent negotiation skills with both domestic and international actors
* Ability to work across party lines
* Excellent leadership skills
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| **PAST APPOINTEES[[6]](#endnote-6)** |
| Tomasz P. Malinowski (2014 to 2017) Washington Director for Humans Rights Watch; Senior Director of Foreign Policy Speechwriting on the [National Security](http://www.allgov.com/departments/executive-office-of-the-president/national-security-council?agencyid=7268) Staff, Speechwriter and Member of the Policy Planning Staff at the [State Department](http://www.allgov.com/departments/department-of-state?detailsDepartmentID=575)[[7]](#endnote-7) |
| Michael H. Posner (2009 to 2013) Director of Human Rights First[[8]](#endnote-8); Lecturer at Yale and Columbia Law Schools; Lawyer with Sonnenschein, Nath & Rosenthal[[9]](#endnote-9) |
| David J. Kramer (2008 to 2009) Deputy Assistant Secretary of State for European and Eurasian Affairs; Professional Staff Member in the Office of Policy Planning at the Department of State; Senior Advisor to the Undersecretary of State for Global Affairs |

1. https://lo.bvdep.com/OrgDocument.asp?OrgId=-1&LDIBookId=19&LDIOrgId=156924&LDISecId=180&FromRecent=1&Save=0#O156924 [↑](#endnote-ref-1)
2. 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-2)
3. https://www.state.gov/documents/organization/263637.pdf [↑](#endnote-ref-3)
4. https://lo.bvdep.com/OrgDocument.asp?OrgId=-1&LDIBookId=19&LDIOrgId=156924&LDISecId=180&FromRecent=1&Save=0#O156924

OPM [↑](#endnote-ref-4)
5. Romney Readiness Project position description [↑](#endnote-ref-5)
6. https://history.state.gov/departmenthistory/people/principalofficers/assistant-secretary-for-democracy-human-rights-labor-affairs [↑](#endnote-ref-6)
7. http://www.allgov.com/news/appointments-and-resignations/assistant-secretary-of-state-for-democracy-human-rights-and-labor-who-is-tom-malinowski-130721?news=850617 [↑](#endnote-ref-7)
8. https://stanfordpolitics.com/michael-posner-on-the-global-state-of-workers-rights-ffaeaa76a8a#.ly4jjeca8 [↑](#endnote-ref-8)
9. http://www.stern.nyu.edu/faculty/bio/michael-posner [↑](#endnote-ref-9)