POSITION DESCRIPTION

**Assistant Secretary for East Asian and Pacific Affairs, 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, and the secretary is the president’s principal foreign policy advisor. |
| Position Overview | The assistant secretary for East Asian and Pacific affairs directs, coordinates and supervises U.S. government activities within the region on political, economic, consular, public diplomacy and administrative management issues.[[1]](#endnote-1) |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[2]](#endnote-2) |
| Position Reports to | Undersecretary of State for Political Affairs |
| **RESPONSIBILITIES** |
| Management Scope | In fiscal 2015, the Bureau of East Asian and Pacific Affairs had an actual budget of $134.167 million, and in 2013 it had 1,545 total employees (including overseas staff).[[3]](#endnote-3) |
| Primary Responsibilities | * Serves as principal advisor to the secretary of state and the deputy secretaries on U.S. foreign policy involving countries of the Far East and regional organizations, including the Association of Southeast Asian Nations
	+ Regional policy issues include: trade and investment; security and defense cooperation; disaster relief; and human rights as well as global threats such as terrorism, trafficking and proliferation
* Conducts diplomacy and negotiates with East Asian and Pacific governments; coordinates across agencies; testifies before Congress; appears in the media; addresses foreign and domestic audiences; manages the bureau; and provides guidance to U.S. diplomatic missions in the region
* Supervises ambassadors and communicates with the U.S.-based diplomatic corps, business community and think tanks
* Coordinates closely with relevant State Department offices and with senior officials responsible for Asia at the National Security Council, Department of Defense, and 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 | * Experience in the region and broad familiarity with regional leaders
* Government experience
* Strong relationships and stature with stakeholders on Capitol Hill and other parts of government
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| Competencies | * Ability to work well with counterparts in foreign policy positions
* Excellent leadership skills
* Ability to think strategically yet also accomplish the department’s operational priorities
* Energy for frequent travel
* Strong communication and interpersonal skills
* Ability to work under high pressure
* Ability to handle sensitive matters
* Excellent negotiation skills
* Ability to work across partisan lines
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| **PAST APPOINTEES** |
| Daniel R. Russel (2013 to 2017): Special Assistant to the President and National Security Council Senior Director for Asian Affairs; Director of the Office of Japanese Affairs; U.S. Consul General in Osaka-Kobe, Japan[[5]](#endnote-5) |
| Kurt M. Campbell (2009 to 2013): CEO and Co-Founder of the Center for a New American Security CEO and Co-Founder of the Center for a New American Security CEO & Co-founder of the Center for a New American Security; Director of the Aspen Strategy Group; Chairman of the Editorial Board of the Washington Quarterly[[6]](#endnote-6) |
| Christopher R. Hill (2005 to 2009): Head of U.S. Delegation to the Six Party Talks; Ambassador to the Republic of Korea; Ambassador to Poland |

1. https://fam.state.gov/FAM/01FAM/01FAM0130.html [↑](#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/252179.pdf> [↑](#endnote-ref-3)
4. OPM [↑](#endnote-ref-4)
5. https://www.state.gov/r/pa/ei/biog/212045.htm [↑](#endnote-ref-5)
6. http://www.belfercenter.org/person/kurt-m-campbell-0 [↑](#endnote-ref-6)