# POSITION DESCRIPTION

# Assistant Secretary for European and Eurasian 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 European and Eurasian affairs serves as principal advisor to the secretary of state and the deputy secretaries responsible for the general conduct of U.S. foreign policy and relations with European and Eurasian states. The assistant secretary also is responsible for working with regional organizations, such as the North Atlantic Treaty Organization, Organization for Security and Cooperation in Europe, European Union and Organization for Economic Cooperation and Development, to enhance the work of the U.S. |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[1]](#endnote-1) |
| Position Reports to | Undersecretary for Political Affairs[[2]](#endnote-2) |
| **RESPONSIBILITIES** |
| Management Scope | The Bureau of European and Eurasian Affairs (EUR) had an actual budget for fiscal 2015 of $297.693 million.[[3]](#endnote-3) The assistant secretary manages a Washington, D.C.-based staff of nearly 400 and an overseas staff of more than 7,000.[[4]](#endnote-4) |
| Primary Responsibilities | * Serves as principal advisor to the secretary of state and the deputy secretaries responsible for the general conduct of the United States foreign policy and relations with European and Eurasian states and leveraging regional organizations, such as the North Atlantic Treaty Organization, Organization for Security and Cooperation in Europe, European Union and Organization for Economic Co-operation and Development
* Provides direction, coordination and supervision of the plans, programs, resources and performance of interdepartmental activities involving formulating and advancing U.S. policy toward the countries in Europe and Eurasia; manages the policy and operations of EUR; and provides guidance to U.S. diplomatic missions in the region
* Provides instructions to ambassadors, follows up on reporting and communicates with the Washington diplomatic corps
* Coordinates closely with the department’s policy planning staff, the assistant secretary for intelligence and research, and the coordinator for counterterrorism, while also coordinating with senior officials at the White House and other departments and agencies
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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** |
| Victoria Nuland (2013 to 2017): Special Envoy for Conventional Armed Forces in Europe; Faculty Member, National War College; Permanent Representative to the North Atlantic Treaty Organization[[5]](#endnote-5) |
| Phillip H. Gordon (2009 to 2013): Senior Fellow, U.S. Foreign Policy, Brookings Institution; Senior Fellow and Founding Director, Center on the United States and Europe, Brookings Institution; Director for European Affairs, National Security Council[[6]](#endnote-6) |
| Daniel Fried (2005 to 2009): Special Assistant to the President and Senior Director for European and Eurasian Affairs, National Security Council; Principal Deputy Special Advisor to the Secretary of State for the New Independent States; Ambassador to Poland[[7]](#endnote-7) |

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.state.gov/r/pa/ei/rls/dos/99484.htm [↑](#endnote-ref-2)
3. https://www.state.gov/documents/organization/252179.pdf [↑](#endnote-ref-3)
4. http://www.cfr.org/experts/europe-elections-middle-east-and-north-africa/philip-h-gordon/b3115 [↑](#endnote-ref-4)
5. https://2009-2017.state.gov/r/pa/ei/biog/214343.htm [↑](#endnote-ref-5)
6. http://www.cfr.org/experts/europe-elections-middle-east-and-north-africa/philip-h-gordon/b3115 [↑](#endnote-ref-6)
7. https://www.state.gov/r/pa/ei/biog/46525.htm [↑](#endnote-ref-7)