POSITION DESCRIPTION

**Coordinator for Threat Reduction Programs, 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 coordinator for threat reduction programs promotes the  [International Security and Nonproliferation Bureau’s](http://www.state.gov/t/isn/index.htm) programs in chemical, biological, nuclear and radiological security.[[1]](#endnote-1) |
| Compensation | Other pay plan[[2]](#endnote-2) |
| Position Reports to | Assistant Secretary for International Security and Nonproliferation[[3]](#endnote-3) |
| **RESPONSIBILITIES** | |
| Management Scope | The Global Threat Reduction program had a fiscal 2015 actual budget of $65.140 million.[[4]](#endnote-4) |
| Primary Responsibilities | * Serves as the coordinator for threat reduction programs on behalf of the secretary of state, and oversees the department’s participation in interagency efforts to coordinate between the department’s threat reduction programs and those of other agencies * Serves as U.S. representative to the G-8 working group on the Global Partnership Against the Spread of Weapons and Materials of Mass Destruction, and leads international diplomacy, congressional advocacy and interagency coordination related to the global partnership[[5]](#endnote-5) * Works with domestic and international partners focusing on biosecurity in animal and human health; development; and law enforcement * Leads U.S. government outreach to domestic and international nongovernmental organizations, and represents state’s threat reduction programs to foreign, congressional and public audiences |
| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** | |
| Requirements | * Extensive experience in foreign policy and experience working in government * Strong relationships with stakeholders in foreign policy and national security, or ability to form them |
| Competencies | * Strong coordination and leadership skills to work in a matrixed, interagency and international environment * Strong communication, interpersonal and diplomatic skills * Strong public-speaking skills, and ability to interact with high-level domestic and international stakeholders * Ability to handle sensitive matters and work in a high-pressure environment * Excellent negotiation skills |
| **PAST APPOINTEES** | |
| Bonnie D. Jenkins (2009 to 2017): Program Officer for U.S. Foreign and Security Policy at the Ford Foundation; Counsel on the National Commission on Terrorist Attacks upon the United States; Lead Commission Staff Member on Counterterrorism Policy in the Office of the Secretary of Defense; General Counsel to the U.S. Commission to Assess the Organization of the Federal Government; Consultant to the 2000 National Commission on Terrorism[[6]](#endnote-6) | |

1. https://www.state.gov/t/isn/index.htm [↑](#endnote-ref-1)
2. Plum Book 2016 [↑](#endnote-ref-2)
3. Plum Book 2016 [↑](#endnote-ref-3)
4. https://www.state.gov/documents/organization/252179.pdf [↑](#endnote-ref-4)
5. OPM [↑](#endnote-ref-5)
6. https://www.state.gov/t/isn/offices/c65240.htm

   https://2009-2017.state.gov/r/pa/ei/biog/126045.htm [↑](#endnote-ref-6)