##

## POSITION DESCRIPTION

# director of the office to monitor and combat trafficking in persons, 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 Office to Monitor and Combat Trafficking in Persons leads the country’s global engagement against human trafficking, and supports the coordination of anti-trafficking efforts across government.[[1]](#endnote-1) The director pursues policies, partnerships and practices that uphold [the “3P” paradigm](http://www.state.gov/j/tip/3p/index.htm) of: prosecuting traffickers, protecting victims and preventing trafficking, consistent with the United Nations Protocol to Prevent, Suppress and Punish Trafficking in Persons, especially Women and Children, supplementing the United Nations Convention against Transnational Organized Crime (Palermo Protocol).[[2]](#endnote-2) |
| Compensation | Level IV $158,500 (5 U.S.C. § 5315)[[3]](#endnote-3) |
| Position Reports to | Undersecretary of State for Civilian Security, Democracy and Human Rights[[4]](#endnote-4) |
| **RESPONSIBILITIES** |
| Management Scope | The Office to Monitor and Combat Trafficking of Persons had a budget of $22 million in fiscal year 2020.[[5]](#endnote-5) One of its main functions is to prepare the annual Trafficking in Persons (TIP) Report.[[6]](#endnote-6) The office is organized into four sections: Reports and Political Affairs; International Programs; Public Engagement; and Resource Management and Planning.[[7]](#endnote-7) |
| Primary Responsibilities | * Manages the Office to Monitor and Combat Trafficking.
* Forges partnerships with foreign governments, international organizations, civil society and the private sector to develop and implement effective strategies for confronting modern slavery[[8]](#endnote-8).
* Provides advice, policy guidance and the tools to combat international trafficking in persons to senior department officials; directs anti-trafficking efforts worldwide; and assists in coordinating domestic anti-trafficking efforts.
* Directs production of the annual Trafficking in Persons Report to raise awareness and spur governments to take effective action against forced labor, sexual exploitation and modern-day slavery.
* Awards millions in grants each year around the world to fight human trafficking.
* Appears before congressional committees and in the media.
* Coordinates within the department with the six regional assistant secretaries, the assistant secretary for international narcotics and law enforcement, and the assistant secretary for democracy, human rights and labor; coordinates outside of the department with the assistant administrator of the U.S. Agency for International Development, the deputy undersecretary of labor for international affairs, the assistant secretary of homeland security, the assistant attorney general, and other senior department and agency officials[[9]](#endnote-9).
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration.] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Previous government experience (helpful).
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| Competencies | * Strong relationship-building skills.
* Strong communication skills and ability to appear before media.
* Strong coordination skills to work in a matrixed interagency and international environment.
* Strong negotiation skills.
* Energy for travel.
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| **PAST APPOINTEES** |
| John Cotton Richmond (2018 to 2021) – Co-Founder, Human Trafficking Institute; Federal Prosecutor, Department of Justice Human Trafficking Prosecution Unit; Expert, United Nations Working Group on Trafficking in Persons |
| Susan Coppedge Amato (2015 to 2017) – Assistant United States Attorney, Northern District of Georgia; Special Assistant United States Attorney, Northern District of Georgia; Trial Attorney, Department of Justice Environmental Enforcement Section [[10]](#endnote-10) |
| Luis C.deBaca (2009 to 2014) – Counsel, House Committee on the Judiciary; Chief Counsel, Department of Justice Human Trafficking Prosecution Unit [[11]](#endnote-11); Involuntary Servitude and Slavery Coordinator, Department of Justice[[12]](#endnote-12) |

1. https://www.state.gov/j/tip/ [↑](#endnote-ref-1)
2. https://www.state.gov/j/tip/about/index.htm [↑](#endnote-ref-2)
3. The Consolidated Appropriations Act, 2021 (Public Law 116-260, December 27 ,2020), contains a provision that continues the freeze on the payable pay rates for certain senior political officials through January 1, 2022. The compensation information is based on guidance from the Office of Personnel Management and can be accessed [here](https://www.chcoc.gov/content/continued-pay-freeze-certain-senior-political-officials-4#:~:text=Section%20748%20of%20division%20E,on%20December%2031%2C%202020%2C%20by). If you are selected for this position, please consult the agency’s HR representative for further guidance on compensation. [↑](#endnote-ref-3)
4. https://www.state.gov/r/pa/ei/rls/dos/99484.htm [↑](#endnote-ref-4)
5. https://www.state.gov/documents/organization/252179.pdf [↑](#endnote-ref-5)
6. https://www.state.gov/j/tip/about/index.htm [↑](#endnote-ref-6)
7. https://www.state.gov/j/tip/about/index.htm [↑](#endnote-ref-7)
8. https://www.state.gov/j/tip/ [↑](#endnote-ref-8)
9. OPM [↑](#endnote-ref-9)
10. https://www.state.gov/r/pa/ei/biog/248394.htm [↑](#endnote-ref-10)
11. http://www.allgov.com/officials/c-de-baca-luis?officialid=28990 [↑](#endnote-ref-11)
12. https://ojp.gov/about/leadership\_lcdebaca.htm [↑](#endnote-ref-12)