# POSITION DESCRIPTION

# assistant administrator (asia), United States Agency for international development

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| **OVERVIEW** |
| Senate Committee | Foreign Relations |
| Agency Mission | To end extreme poverty and promote resilient, democratic societies while advancing our security and prosperity |
| Position Overview | The assistant administrator for the Bureau for Asia directs and supervises activities of the bureau and its overseas organizations.  |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[1]](#endnote-1) |
| Position Reports to | United States Agency for International Development (USAID) Administrator[[2]](#endnote-2)  |
| **RESPONSIBILITIES** |
| Management Scope | The assistant administrator for Asia oversees the Office of Administrative Management Services; the Office of East Asian Affairs; the Office of South and Central Asian Affairs; the Office of Strategic Planning and Operations; and the Office of Technical Services.[[3]](#endnote-3) |
| Primary Responsibilities | * Directs the formulation of U.S. development programs; approves programs and projects; and authorizes the execution of development assistance agreements with Asian countries and regional organizations
* Submits an annual budget; assists in presenting the bureau’s program and budget to Congress; and ensures the integration, within the region, of Public Law 480 food aid resources with USAID-financed resources
* Approves and directs the allocation of available resources among ASIA offices and overseas missions; oversees the implementation of programs and projects; monitors performance under loan and grant agreements, contracts and other operating agreements; and takes or recommends required remedial action[[4]](#endnote-4)
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Prior government experience; knowledge of the legislative and federal budgeting process
* Experience in foreign affairs and with the region (preferred)
* Strong management experience
* Strong relationships with relevant stakeholders, or ability to form them
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| Competencies | * Strong communication and public speaking skills
* Strong leadership and managerial skills
* Ability to work under high pressure and handle sensitive matters
* Energy for frequent travel
* Excellent negotiation skills
* Ability to work across party lines
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| **PAST APPOINTEES** |
| Jonathan Stivers (2015 to 2017): Senior Advisor to the Minority Leader, Office of Democratic Leader Nancy Pelosi, House of Representatives; Senior Advisor to the Minority Leader, Office of Democratic Leader Nancy Pelosi, House of Representatives; Senior Advisor to the Speaker, Office of the Speaker of the House of Representatives, Nancy Pelosi, House of Representatives[[5]](#endnote-5) |
| Nisha Desai Biswai (2010 to 2013): Executive Branch Commissioner, Congressional-Executive Commission on China; Staff Director/Clerk, Subcommittee on State/Foreign Operations, House Committee on Appropriations; Director of Public Policy & Advocacy, InterAction[[6]](#endnote-6) |
| James R. Kunder (2004 to 2006): Director for Relief and Reconstruction in Afghanistan, USAID; Deputy Assistant Administrator for External Affairs, USAID; Director; Office of U.S. Foreign Disaster Assistance, USAID[[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.usaid.gov/who-we-are/organization [↑](#endnote-ref-2)
3. https://lo.bvdep.com/OrgChart.asp?curp=1&LDIBookId=19&LDISectionId=201&LDIOrgId=310741 [↑](#endnote-ref-3)
4. OPM [↑](#endnote-ref-4)
5. Leadership Directories: https://lo.bvdep.com/PeopleDocument.asp?PersonId=-1&LDIPeopleId=364413&Save=1 [↑](#endnote-ref-5)
6. https://www.linkedin.com/in/nisha-biswal-0121b266/ [↑](#endnote-ref-6)
7. http://www.idsinternational.net/james-kunder [↑](#endnote-ref-7)