# POSITION DESCRIPTION

# Assistant administrator (global health), 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 Global Health (GH) provides worldwide leadership and technical expertise in the areas of child and maternal health and nutrition, HIV/AIDS, infectious disease, population, and family planning and related reproductive health. |
| 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 oversees the Office of Country Support; the Office of Health Systems; the Office of HIV/AIDs; the Office of Infectious Disease; the Office of Policy, Programs and Planning; the Office of Population and Reproductive Health; the Office of Professional Development and Management Support; and the Office of Maternal and Child Health and Nutrition.[[3]](#endnote-3) |
| Primary Responsibilities | * Provides worldwide leadership and technical expertise in the areas of child and maternal health and nutrition, HIV/AIDS, infectious disease, population, and family planning and related reproductive health
* Directs and supervises the bureau, approving projects and programs, and allocating resources among the offices
* Provides oversight for GH programs, support to the field, research, legislative relations and external affairs
* Provides leadership on the design, implementation, review, coordination and evaluation of GH initiatives, programs and activities
* Submits an annual budget and assists in presenting the bureau’s program and budget to Congress[[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 (helpful); knowledge of the legislative and federal budgeting process
* Experience in foreign and health affairs
* 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
* Excellent negotiation skills
* Ability to work across party lines
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| **PAST APPOINTEES** |
| Ariel Pablos-Mendez (2011 to 2016): Managing Director, The Rockefeller Foundation; Professor of Clinical Medicine and Public Health, Colombia University; Director, KMS, World Health Organization[[5]](#endnote-5) |
| Kent R. Hill (2005 to 2010): Assistant Administrator, Bureau for Europe and Eurasia; USAID; President, Eastern Nazarene College; President, Institute on Religion and Democracy[[6]](#endnote-6) |
| E. Anne Peterson (2001 to 2005): Commissioner of Health, Commonwealth of Virginia; Virginia State Health Commissioner, Governor of Virginia[[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=155091 [↑](#endnote-ref-3)
4. OPM [↑](#endnote-ref-4)
5. https://www.linkedin.com/in/ariel-pablos-mendez-11b9a848/ [↑](#endnote-ref-5)
6. https://www.linkedin.com/in/kent-r-hill-059a646/ [↑](#endnote-ref-6)
7. https://www.linkedin.com/in/e-anne-peterson-80b6053/ [↑](#endnote-ref-7)