# POSITION DESCRIPTION

# assistant administrator (Latin america and the cariBbean), 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 of the Bureau for Latin American and the Caribbean (LAC) 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 LAC oversees the Haiti Task Team; the Office of Caribbean Affairs; the Office of Latin American Affairs; the Office of Regional Sustainable Development; and the Office of Strategy and Programs.[[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 Latin American and Caribbean countries, and regional organizations
* Submits an annual budget and assists in presenting the bureau’s program and budget to Congress
* Ensures the integration—within the region—of economic growth, agriculture and trade; democracy and governance; education and human resources; population and health; and environment resources with USAID-financed resources
* Approves and directs the allocation of available resources among LAC 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** |
| Marcela Escobari (2016 to 2017): Executive Director, Harvard Center for International Development; Board Member, Root Capital; Director, OTF Group[[5]](#endnote-5) |
| Mark Feierstein (2010 to 2013): Vice President and Principal, Greenberg Quinlan Rosner; Director, Global Elections, USAID; Special Assistant, Permanent Mission of the U.S.A. to the Organization of American States, Bureau of Western Hemisphere Affairs, Department of State[[6]](#endnote-6) |
| Paul J. Bonicelli (2007 to 2008): Deputy Assistant Administrator, Bureau for Democracy, Conflict and Humanitarian Assistance, USAID; Dean, Academic Affairs and Associate Professor of Government, Patrick Henry College; Professional Staff Member, Committee on Foreign Affairs, House of Representatives[[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=155119 [↑](#endnote-ref-3)
4. OPM [↑](#endnote-ref-4)
5. https://www.linkedin.com/in/marcelaescobari/ [↑](#endnote-ref-5)
6. Leadership Directories: https://lo.bvdep.com/PeopleDocument.asp?PersonId=-1&LDIPeopleId=803266&Save=1 [↑](#endnote-ref-6)
7. Leadership Directories: https://lo.bvdep.com/PeopleDocument.asp?PersonId=-1&LDIPeopleId=639743&Save=1 [↑](#endnote-ref-7)