# POSITION DESCRIPTION

# assistant administrator (Middle east), 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 the Middle East 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 the Middle East oversees the Office of North Africa and Arabian Peninsula Affairs; the Office of Middle East Affairs; and the Office of Technical Services.[[3]](#endnote-3) |
| Primary Responsibilities | * Formulates, approves and authorizes U.S. development assistance programs and projects; presents the Middle East Bureau’s program and budget to Congress; and approves and directs the allocation of resources among Middle East offices and missions
* Implements Middle East programs and projects; monitors performance under loan and grant agreements, contracts and other operating agreements; and takes or recommends required remedial action
* Serves as the USAID representative on joint commissions, subcommittees and working groups involved in the Middle East region[[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** |
| Paige Eve Alexander (2014 to 2017): Assistant Administrator for Europe and Eurasia, USAID; Senior Vice President, IREX; Acting Deputy Assistant Administrator, Bureau for Europe and Eurasia, USAID[[5]](#endnote-5) |
| Mara E. Rudman (2011 to 2013): Deputy Special Envoy for Middle East Peace, Department of State; Deputy Assistant to the President, National Security Council, The White House; Executive Secretary, National Security Council, The White House[[6]](#endnote-6) |

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=310740 [↑](#endnote-ref-3)
4. OPM [↑](#endnote-ref-4)
5. https://votesmart.org/public-statement/832380/president-obama-announces-more-key-administration-posts#.WP-rvNLyuUk [↑](#endnote-ref-5)
6. https://www.linkedin.com/in/mararudman/ [↑](#endnote-ref-6)