# POSITION DESCRIPTION

# Deputy administrator, United states agency for international development

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| **OVERVIEW** |
| Senate Committee | Foreign Relations |
| Agency Mission | To partner to end extreme poverty and promote resilient, democratic societies while advancing our security and prosperity |
| Position Overview | The deputy administrator of the United States Agency for International Development (USAID) is responsible for assisting in the overall direction of the agency in its administration of the U.S. Foreign Economic Assistance programs and the appropriations made available for such purposes under the Foreign Assistance Act of 1961, as amended.[[1]](#endnote-1) |
| Compensation | Level III $165,300 (5 U.S.C. § 5314)[[2]](#endnote-2) |
| Position Reports to | USAID Administrator[[3]](#endnote-3) |
| **RESPONSIBILITIES** |
| Management Scope | USAID operates in 100 developing countries and works in close partnership with private voluntary organizations, indigenous groups, universities, American businesses, international organizations, foreign governments, trade and professional associations, faith-based organizations and other federal agencies. USAID has working relationships, through contracts and grant agreements, with more than 3,500 companies and more than 300 U.S.-based private voluntary organizations. In fiscal 2015, USAID had $1.276 billion in budget outlays and approximately 3,540 employees.[[4]](#endnote-4) |
| Primary Responsibilities | * Assists in planning, directing and coordinating the agency’s overall operations
* Assists in formulating and executing U.S. foreign economic assistance policies and programs
* Serves as the agency’s chief operating officer, who is the senior accountable official responsible for leading performance and management reform efforts and for reducing wasteful or ineffective programs, policies and procedures
* Assists the administrator in all aspects of their responsibilities and acts as administrator in their absence[[5]](#endnote-5)
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| Strategic Goals and Priorities |  [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Strong communication skills
* Excellent knowledge of congressional budget processes and committees
* Familiarity working with foreign governments, multilateral organizations and international media
* Substantive expertise in international affairs
* Proven ability and experience leading and managing a large and complex enterprise
* Understanding of core services, programs and initiatives the agency’s key departments deliver
* Experience dealing with high-profile stakeholders
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| Competencies | * Comfortable leading and managing the agency under often vague or undefined statutory responsibilities and authorities
* Ability to work effectively with Congress, the White House, other government agencies and outside stakeholders to achieve results; ability to work with and build alliances with diverse partners (interdepartmental, local and global) to drive agency and U.S. government priorities
* Strategic mindset and ability to manage competing priorities/mandates while making progress towards USAID’s goals; strong management and operations skills with a focus on driving efficiency and results
* Strong ability to manage and motivate a large organization with global field offices and staff
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| **PAST APPOINTEES** |
| Alfonso E. Lenhardt (2014 to 2015): United States Ambassador to Tanzania, Department of State; President and CEO, National Crime Prevention Council; Senior Vice President of Government Relations, The Shaw Group, Inc.[[6]](#endnote-6) |
| Donald Kenneth Steinberg (2010 to 2013): Deputy President for Policy, International Crisis Group; Director of the Joint Policy Council, Department of State and USAID; Special Coordinator for Haiti, Department of State[[7]](#endnote-7) |
| Frederick W. Schieck (2002 to 2006): Foreign Service Officer, USAID; Deputy Manager of the Operations Department, Inter-American Development Bank; Acting Assistant Administrator and Deputy Assistant Administrator for Latin America and the Caribbean, USAID[[8]](#endnote-8) |

1. OPM [↑](#endnote-ref-1)
2. 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-2)
3. <https://www.usaid.gov/who-we-are/organization> [↑](#endnote-ref-3)
4. Leadership Directories: https://lo.bvdep.com/OrgDocument.asp?OrgId=-1&LDIBookId=19&LDIOrgId=155091&LDISecId=201&FromRecent=0&Save=1&Position=-1#O155091 [↑](#endnote-ref-4)
5. OPM [↑](#endnote-ref-5)
6. <https://www.commerce.gov/directory/alfonsoelenhardt> [↑](#endnote-ref-6)
7. <http://www.worldlearning.org/who-we-are/bios/donald-steinberg/> [↑](#endnote-ref-7)
8. <https://speakerpedia.com/speakers/frederick-w-schieck> [↑](#endnote-ref-8)