



U.S. DEPARTMENT OF STATE

MANAGEMENT OFFICER CAREER DEVELOPMENT

Early in your career as an Management Officer (years 1 - 4), you may:

- do an average of three years of consular work, testing your ability to work in a high-speed environment requiring maximum contact with the foreign public and host national colleagues
- get an in-depth introduction to one of the main administrative specialties by serving as a general services officer, financial management officer, or human resources officer at a mid-to-large-size post
- be in charge of the entire operation at a small post
- supervise local national employees
- organize and run a Congressional visit, or accompany the Ambassador on a call to the host country leadership

At the mid-career level (years 4 - 16), you may:

- serve in supervisory jobs, planning new initiatives and directing the activities of a hundred or more people
- be responsible for millions of dollars of assets and the support of up to 40 U.S. government agencies at a large embassy
- serve as post management officer in Washington (the crucial link between overseas posts and Washington)
- serve as a human resources officer dealing with career development, training, or recruiting responsibilities
- serve "out of track" as a desk officer or in other policy-related jobs in Washington.

At more senior levels (years 16 - 27), you may:

- work in top management jobs at posts overseas (administrative counselor or minister counselor)
- serve as a member of the Ambassador's country team and his or her senior management advisor on real estate, finances, staffing, other agency relations, and ethics; help the Ambassador develop the Mission Program Plan
- serve as Deputy Chief of Mission or Ambassador
- in Washington, serve in one of the top Department management jobs such as Executive Director or Deputy Assistant Secretary.