



UNITED STATES COMMISSION ON
INTERNATIONAL RELIGIOUS FREEDOM

Policy Analyst

Legislative Branch

U.S. Commission on International Religious Freedom

Washington, DC

\$75,000 - \$85,000 per year (depending on qualifications and experience)

Closing Date

May 7, 2024

About USCIRF

Created by the International Religious Freedom Act of 1998, the U.S. Commission on International Religious Freedom (USCIRF) is an independent bipartisan U.S. legislative branch agency that monitors the universal right to freedom of religion or belief abroad, using international standards to do so, and makes policy recommendations to the President, Secretary of State, and Congress. More information about USCIRF is available at www.uscirf.gov.

USCIRF is an equal opportunity employer.

Job Summary

USCIRF seeks a Policy Analyst to monitor religious freedom conditions on specific countries and/or cross-cutting issues as assigned and develop policy recommendations for the U.S. government to advance freedom of religion or belief abroad; evaluate and report on events or opportunities that could be effective inflection points for achieving implementation of USCIRF-recommended policy; draft research policy reports, annual report materials, briefing materials, testimony, and content for USCIRF's traditional and social media engagement; and build and maintain extensive contacts with relevant policy counterparts. Past experience on countries of the former Soviet Union, the Middle East and North Africa, Sub-Saharan Africa, East Asia, and/or Europe is a plus, but not required. Specific to the regional or issue portfolio.

Key Requirements

- U.S. Citizenship
- Resume and supporting documents (see *How to Apply*)
- Completion of a satisfactory background investigation
- Completion of a probationary period
- Selectee must be able to meet/maintain suitability and security requirements

Duties

Reporting to a Supervisory Policy Analyst, the Policy Analyst's primary responsibilities involve the following:

1. *Monitoring and Policy Recommendation Formulation* - monitor religious freedom conditions in assigned countries and propose policy recommendations. This includes:

- Collecting, analyzing and documenting information related to freedom of religion or belief and U.S. government foreign policy in the assigned countries/region;
- Developing strategies and recommendations for U.S. government policy to encourage improvement in the protection of freedom of religion or belief in the assigned countries;
- Briefing and Advising Commissioners, the Executive Director, and senior staff on country developments, related policy recommendations, and U.S. government efforts to promote freedom of religion or belief, as well as foreign government activities limiting this freedom;
- Preparing and participating in policy-related trips, including Commissioners' delegations, to gather firsthand information from relevant stakeholders; and
- Tracking implementation of USCIRF's policy recommendations in assigned countries.

2. *Reporting* - report on religious freedom conditions in assigned countries to advance USCIRF's mission and strategic objectives. This includes:

- Drafting research publications, including Annual Report chapters for assigned countries, ensuring they communicate policy priorities and recommendations and religious freedom conditions effectively and persuasively;
- Drafting, reviewing and editing press releases, op-eds, website posts, and social media posts relating to assigned countries to ensure credibility and accuracy; and
- Drafting Congressional testimony, briefing memos, and talking points for Commissioners, the Executive Director, and senior staff on assigned countries.

3. *Outreach* - participate in research and policy related outreach initiatives and events to advance USCIRF's mission. This includes:

- Preparing, organizing and participating in USCIRF's public events;
- Preparing research-related materials for events, meetings, hearings, and travel in support of USCIRF's mandate, including for Commissioners, the Executive Director, and senior staff; and
- Developing new and strengthening current relationships with relevant stakeholders inside and outside the U.S. government.

4. *Other Duties as assigned*

Required Qualifications

- Must be a U.S. citizen;
- Possess an advanced degree in a relevant field to the position requirements (candidates with an undergraduate degree only will not be considered);
- Possess at least four (4) years' substantive experience of regional politics, jurisprudence, culture, economic development, security trends, U.S. interests, and human rights in general;
- Strong research and analytical skills, particularly those applied in a work setting (i.e., not only university coursework);
- Ability to proactively develop, synthesize, and articulate effective and actionable policy recommendations;
- Ability to multi-task and work in a fast-paced setting, defining and meeting deadlines;
- Ability to synthesize information from various sources;
- Ability to work independently and as part of a team;
- Strong written and verbal communication skills; and
- Attention to detail, excellent organizational skills, and collegial demeanor.

Desired Qualifications

Fluency or demonstrated proficiency in a relevant foreign language is a plus but not required.

How to Apply

To apply, candidates should submit a cover letter, resume, three references, and a writing sample (no more than five pages) in this order and within a single PDF file via email to: jobs@uscirf.gov.

Applications not provided in a PDF file will not be considered.

Applications will be held in strict confidence. After submitting your application for this position, you will receive an e-mail confirming receipt of your application materials. USCIRF will contact you if we wish to schedule an interview or if we require additional information or references. Please email all questions about the position to jobs@uscirf.gov.

No calls please.

Evaluation of Applicants

This job is excepted from the competitive civil service. Applicants will be evaluated and deemed either eligible or ineligible based on the relevance and quality of their experience and education and on the desired qualifications described above.

Pursuant to section 204(c) of the International Religious Freedom Act of 1998, as amended, USCIRF staff members are hired "on the basis of professional and nonpartisan qualifications."

Benefits

USCIRF offers a comprehensive benefits package that includes, in part, paid vacation, sick leave, Federal holidays, life insurance, and medical benefits. Please visit www.opm.gov for more information on benefits.

Other Information

- Duty Station location is Washington, DC
- Travel expenses related to the hiring process will not be paid
- Relocation expenses will not be paid

Selective Service. If you are a male applicant born after December 31, 1959, you must certify at the time of appointment that you have registered with the Selective Service System, or are exempt from having to do so under Selective Service law.

Reasonable Accommodation. USCIRF provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please contact USCIRF at jobs@uscirf.gov. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Equal Employment Opportunity. The United States government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.