



UNITED STATES COMMISSION ON  
INTERNATIONAL RELIGIOUS FREEDOM

**Senior Policy Analyst – South Asia Region**

U.S. Commission on International Religious Freedom

Washington, DC

\$75,000-\$90,000 per year (depending on qualifications and experience)

**Closing Date**

June 27, 2020

**About USCIRF**

The U.S. Commission on International Religious Freedom (USCIRF) is an independent, bipartisan U.S. federal government commission created by the 1998 International Religious Freedom Act (IRFA) that monitors the universal right to freedom of religion or belief abroad. USCIRF reviews the facts and circumstances of religious freedom violations, using international standards to do so, and makes policy recommendations to the President, the Secretary of State, and Congress. USCIRF Commissioners are appointed by the President and the Congressional leadership of both political parties and Commissioners' work is supported by a professional, nonpartisan staff. More information about USCIRF is available at [www.uscifr.gov](http://www.uscifr.gov).

*USCIRF is an equal opportunity employer.*

**Job Summary**

USCIRF is seeking a Senior Policy Analyst to focus on India, Pakistan, Afghanistan, and other countries in South Asia. Specific to the regional portfolio, the Senior Policy Analyst will: monitor and analyze religious freedom conditions and related human rights; monitor and assess U.S. foreign policy; develop policy recommendations for the U.S. government to advance freedom of religion or belief; monitor, develop, and report on various events or opportunities that, if properly leveraged, could be effective inflection points for achieving implementation of USCIRF-recommended policy; draft annual report chapters, briefing materials, policy reports, correspondence, and testimony; and build and maintain extensive contacts with relevant policy counterparts in the U.S. government and with members of NGOs, academia, and other organizations focused on freedom of religion or belief, and related human rights. This position may also include responsibilities on cross-cutting thematic issues relevant to USCIRF.

This is not an entry-level position and requires relevant or related work experience.

## **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 the Director of Research and Policy, the Senior Policy Analyst's primary responsibilities involve the following:

### **1. *Research and Policy Analysis/Formulation***

- Collect, analyze, and document information related to freedom of religion or belief in India, Pakistan, Afghanistan, and the broader South Asia region and other assigned areas.
- Monitor international media and State Department reports/statements.
- Develop strategies and recommendations for U.S. government policy to encourage improvement in the status of freedom of religion or belief in country(ies) being monitored.

### **2. *Reporting***

- Draft and/or assist with relevant Annual Report chapters on India, Pakistan, and Afghanistan, work to ensure the accuracy and completeness of analysis and language in the Annual Report for assigned countries, and participate as appropriate in Annual Report launch events as requested.
- Produce and/or assist with Congressional testimony, briefing memos, and meeting talking points for Commissioners and senior staff.
- Contribute to drafting of press releases or opinion pieces for public media, as requested.

### **3. *Representation***

- Brief Commissioners and/or staff on U.S. government efforts to promote freedom of religion or belief, as well as foreign government activities limiting this freedom.
- Engage with the White House, State Department, and other Executive Branch agencies on religious freedom issues, as well as engaging with foreign governments.
- Represent USCIRF at the State Department and other agencies, and with congressional staff, as well as with official and unofficial foreign visitors and the media as necessary.
- Advocate for USCIRF positions on religious freedom with foreign officials, domestic and foreign audiences, NGOs, human rights groups, and religious organizations.
- Work toward the inclusion of USCIRF recommendations in U.S. government and State Department policies and representations.
- Attend and report on public hearings and other events around D.C. on relevant issues.
- Assist with preparations for meetings, roundtables, Commission travel, and other events, including organizing and preparing materials for public USCIRF events.
- Establish and maintain network of relevant contacts for countries of responsibility.
- Other duties as assigned.

### **Required Qualifications**

This position requires an advanced degree at a minimum (candidates with an undergraduate degree only will not be considered).

- 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);
- At least six (6) years' substantive experience as demonstrated by a sustained record of accomplished, analytical writing, and other professional achievements that are related or relevant to USCIRF's work;
- Demonstrated knowledge and understanding (must include relevant work experience) of South Asia regional politics, jurisprudence, culture, economic development, security trends, U.S. interests, and human rights in general, including particular experience with India, Pakistan, and/or Afghanistan;
- Strong research 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;
- Attention to detail, excellent organizational skills, and collegial demeanor; and
- Proven experience using Microsoft Office applications such as Word, PowerPoint, Excel and Outlook.

### **Desired Qualifications**

Fluency or demonstrated proficiency in a foreign language, preferably an South Asian language

### **How to Apply**

To apply, candidates should email a cover letter, resume, three references, and a writing sample (no more than five pages) to:

[jobs@uscirf.gov](mailto:jobs@uscirf.gov)

Applications should be in PDF format.

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](mailto: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, ten Federal holidays, life insurance, and medical benefits. Please visit [www.opm.gov](http://www.opm.gov) for more information on benefits.

### **Other Information**

- 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 (202) 523-3240. 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.