



UNITED STATES COMMISSION ON
INTERNATIONAL RELIGIOUS FREEDOM

Supervisory Policy Analyst – Asia Region

U.S. Commission on International Religious Freedom, Washington, DC
\$90,000-\$100,000 per year (depending on qualifications and experience)

Closing Date

October 25, 2019

About USCIRF

The U.S. Commission on International Religious Freedom (USCIRF) is a bipartisan independent federal commission that monitors and seeks to advance the internationally recognized freedom of thought, conscience, religion, or belief and related human rights.

Created by the International Religious Freedom Act of 1998, USCIRF is an independent bipartisan U.S. legislative agency which monitors the universal right to the freedom of religion or belief abroad, using international standards to do so, and makes policy recommendations to the President, Secretary of State, and Congress. USCIRF's activities include: engaging with Administration officials, members of Congress, foreign government and international organization officials, think tanks, policy experts, and members of civil society and religious groups; disseminating information to the public and policymakers through op-eds, press releases, policy briefs, reports, and other publications; participating in Congressional hearings; convening public hearings and expert briefings; engaging in overseas visits and inquiries; and participating in multilateral fora. More information about USCIRF is available at www.uscifr.gov.

USCIRF is an equal opportunity employer.

Job Summary

USCIRF is seeking a Supervisory Policy Analyst to focus on countries within the Asia region and supervise analysts and/or researchers focusing on countries within that region and/or other regions. Specific to the regional portfolio, the Supervisory 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 materials, briefing materials, other 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. The Supervisory Policy Analyst will also oversee the work of several policy analysts and/or researchers focusing on countries within the Asia region and/or other

regions.

This is not an entry-level position and requires relevant or related regional, topical, and supervisory 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 and maintain suitability and security requirements

Duties

Reporting to the Director of Research and Policy, the Supervisory 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 assigned countries.
- 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 and other research publications and reports, work to ensure the accuracy and completeness of analysis and language in such publications, and participate as appropriate in public events on such reports 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.

4. Supervision

- Provide administrative and technical supervision to several policy analysts and/or researchers.
- Establish and clearly communicates guidelines and performance expectations for supervisees.
- Ensure timely review and completion of all relevant work.
- Identify and approve professional opportunities for staff.
- Resolve routine operational staff issues; reviews and approves absences and vacations.
- Create collaborative and positive team morale.

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);
- At least seven (7) 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 Asian regional politics, jurisprudence, culture, economic development, security trends, U.S. interests, and human rights in general;
- 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, and Outlook.

Desired Qualifications

- Fluency or demonstrated proficiency in a foreign language, preferably an 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 or

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.

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, retirement, life insurance, and medical benefits. Please visit 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. USCIRF 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.