

# Policy Analyst

Legislative Branch

U.S. Commission on International Religious Freedom

Open & closing dates

2018-08-03 to 2018-08-24

Pay scale & grade

AD 00

Salary

\$65,000.00 to \$85,000.00 / Per Year

Few vacancies in the following location:

Washington DC, District of Columbia

No Relocation expenses will be reimbursed

## This job is open to

The public

U.S. citizens, nationals or those who owe allegiance to the U.S.

## Clarification from the agency

Direct Hire -- U.S. Citizens

Announcement number

DE-10202793-18-CB

## Summary

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 branch agency which monitors the universal right to the freedom of religion or belief, 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, think tanks, and policy experts; disseminating information to the public and

policymakers through op-eds, press releases, policy briefs, and reports; 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](http://www.uscifr.gov)

USCIRF is seeking Policy Analysts to focus on specific countries and/or regions as assigned. Past work experience on countries in Africa, South Asia, East and Southeast Asia, and/or Latin America and the Caribbean is required. Specific to the regional portfolio, the 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, policy focus 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.

## Responsibilities

Reporting to the Director and/or Deputy Director of Research and Policy, the 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 countries being monitored 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 being monitored.

### *2. Reporting*

Draft and/or assist with relevant Annual Report chapters, 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.

## Travel Required

Domestic and international travel is required for this position.

Job family (Series)

0301 Miscellaneous Administration And Program

## Conditions of Employment

### Desired Qualifications

Fluency or demonstrated proficiency in a foreign language;

At least four (4) years' substantive work experience as demonstrated by a sustained record of accomplished, analytical writing, and other professional achievements.

### Key Requirements:

U.S. Citizenship;

Resume and supporting documents (see How to Apply);

Satisfactory completion of a background investigation;

Completion of a probationary period; and

Selectee must be able to meet and maintain suitability and security requirements.

## Qualifications

Must be a U.S. citizen;

Possess an advanced degree in a relevant field to the position requirements;

Demonstrated knowledge and understanding (to include relevant work experience) of 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.

## Education

Advanced degree at a minimum.

## Additional information

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](http://www.opm.gov) for more information on benefits.

*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.

## How You Will Be Evaluated

This job is excepted from the competitive civil service. Applicants will be evaluated and deemed either eligible or ineligible based on the (1) completeness of the submission of the required materials, (2) relevance and quality of experience and education, and (3) 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."

## Background checks and security clearance

Security clearance: Must be able to obtain a Secret clearance

Please read the "How To Apply" section.

Benefits: [Review our benefits](#)

## How to Apply

To apply, candidates must email to [jobs@uscirf.gov](mailto:jobs@uscirf.gov) the following, in PDF format:

Cover Letter; Resume; Three References; and Writing Sample (no more than five pages).

Applications sent via email should be in PDF format.

**Applications will remain on file for an extended amount of time. As vacancies become available selecting officials will choose from this pool of available applicants.**

**USCIRF will accept applications on a rolling basis until the closing period of the announcement.**

If you do not meet the key requirements and/or basic qualifications or you fail to submit all required application materials, your application will not be considered.

## Agency contact information:

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

Address

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Washington, DC 20401