



## Senior Analyst - Policy and Diplomacy Team

This position requires an experienced professional who can serve as a critical member of our research team during the commission's final year and intensive sprint phase toward report completion. The successful candidate will work as a hands-on analytical contributor, combining exceptional research and writing capabilities with deep policy experience to drive substantive analysis and writing, content validation, and strategic outreach. He/she will have exceptional subject matter expertise in the 2001-2021 Afghanistan war, diplomacy as an instrument of U.S. power and influence, and the U.S.-Afghanistan relationship.

### An Ideal Candidate Would Have:

#### Analytical Research and Writing Experience

- **Research Expertise:** Proven track record in conducting rigorous policy research, from initial scoping through final analysis and presentation
- **Document Analysis:** Proficiency in reviewing and synthesizing classified and unclassified government documents, cables, and policy papers
- **Analytic Writing:** Exceptional ability to craft complex policy analysis, synthesize research findings, and develop compelling narrative frameworks under tight deadlines
- **Content Development:** Experience drafting substantial sections of analytical reports, policy papers, and research publications for senior audiences
- **Interview Design and Execution:** Experience designing interview readaheads, conducting structured interviews, and extracting actionable insights
- **Evidence Integration:** Ability to weave together documentary evidence, interview insights, and contextual knowledge into coherent narratives

#### Institutional Policy/Diplomatic Experience

- **State Department Background:** Extensive experience within U.S. diplomatic institutions, with deep understanding of policy processes, decision-making structures, and bureaucratic dynamics
- **Operational Fluency:** Ability to navigate and interpret complex diplomatic communications, cables, and policy documents with institutional context
- **Process Knowledge:** Understanding of how foreign policy is formulated, implemented, and evaluated across different administrations and regional contexts
- **Cultural Literacy:** Familiarity with diplomatic protocols, inter-agency coordination, and the practical realities of policy execution



## Subject Matter Expertise

- **Afghanistan:** Deep familiarity with the Afghanistan war (2001-2021), particularly strategy and policy at the White House level, U.S. diplomatic efforts, U.S.-Afghan relations, and the interests/perspectives of Afghan and regional actors. Ideally, experience living/working in Afghanistan during the war.

## Content Validation and Quality Assurance

- **Ground Truth Verification:** Ability to assess accuracy and credibility of policy narratives, official accounts, and analytical interpretations
- **Institutional Memory:** Knowledge of key events, decisions, and personalities to identify inconsistencies or gaps in research materials and analysis
- **Source Credibility Assessment:** Experience evaluating the reliability and perspective of different sources and documents
- **Fact-Checking Expertise:** Skill in verifying claims, timelines, and policy details against authoritative sources and personal knowledge

## Network and Stakeholder Engagement

- **Professional Network:** Established relationships with current and former diplomatic, military, and policy officials relevant to research focus areas
- **Strategic Outreach Capabilities:** Ability to identify, approach, and engage key sources and interview subjects for research purposes
- **Trust and Access:** Reputation and credibility to secure candid insights from senior-level practitioners and decision-makers

## Roles and Responsibilities

### Primary Responsibilities (70%)

- **Research and Analysis**
  - Conduct comprehensive analysis of policy documents, diplomatic records, and expert insights to drive key research findings
  - Synthesize complex information from multiple sources into clear, compelling analytical narratives
  - Contribute core analytical content that advances the commission's overall findings and recommendations
- **Content Development and Writing**
  - Produce high-quality analytical writing that meets the commission's standards for clarity, rigor, and impact



- Develop narrative frameworks that effectively communicate complex policy dynamics to diverse audiences
- Write and revise substantial report sections under tight sprint-phase deadlines
- Ensure analytical consistency and coherence across different sections and research workstreams

### **Secondary Responsibilities (30%)**

- **Content Validation and Quality Assurance**
  - Review research materials for accuracy, credibility, and institutional context
  - Identify potential factual errors, misinterpretations, or analytical gaps
  - Provide ground truth assessment of policy narratives and official accounts
  - Ensure research findings align with institutional realities and practical constraints
- **Interview Operations**
  - Contribute to interview protocols and question sets for targeted stakeholder engagement
  - Lead interviews with diplomatic, military, and policy officials
  - Extract and synthesize key insights from interview sessions for research integration
- **Strategic Outreach**
  - Identify and engage key sources and interview subjects across relevant communities
  - Leverage professional networks to secure access to critical stakeholders

### **Compensation and Benefits**

Open to direct hire, federal government detail, and assignment under the Intergovernmental Personnel Act.

Candidates from the GS-13 to GS-14 level will be considered.

Employees are entitled to a full range of federal employee benefits. See <https://www.opm.gov> for details.

The Afghanistan War Commission is an equal opportunity employer committed to creating a diverse and inclusive staff to execute its mandate. It complies with hiring and personnel requirements of the Congressional Accountability Act of 1995, including those pertaining to non-discrimination, veterans' employment and reemployment rights, and veterans' preference. Because employees must have or be able to obtain a security clearance as a condition of employment, U.S. citizenship is required. The Commission participates in E-Verify.



AFGHANISTAN  
WAR COMMISSION



**How to Apply:** Submit a current CV and statement of interest through our website at <https://www.afghanistanwarcommission.senate.gov> or via email to [jobs@awc.senate.gov](mailto:jobs@awc.senate.gov)

*Note: This job description is intended to outline the general nature of the work and is not an exhaustive list of all responsibilities, duties, and skills required for the role.*