



VACANCY ANNOUNCEMENT

POSITION: SENIOR POLICY ANALYST FOR MILITARY AND SECURITY ISSUES
SALARY: Base Salary range **\$70,00 to \$120,000** depending on experience
(Salary level will be competitive and determined in light of education, position-related experience, and professional accomplishments)

POSITION INFO: Full-Time Permanent Position
DUTY LOCATION: Washington, DC
DATE AVAILABLE **POSITION IS CURRENTLY OPEN: IMMEDIATE** (Announcement will remain open until position filled.)

CONTACT: Kathy Michels
Email: kmichels@uscc.gov / Phone: (202) 624-1409

WHO MAY BE CONSIDERED: U.S. citizens

MAJOR DUTIES AND RESPONSIBILITIES: Participates as a member of the Commission's policy analysis team. Is responsible for monitoring and assessing developments in politico-military and security affairs pertaining to China, Taiwan, and the Asia-Pacific Region. The work requires an ability to (1) plan, analyze, evaluate, and interpret the military balance between China and the United States, China's foreign policies, and the effect of trade with China on the U.S. defense industrial base; (2) oversee and coordinate assignments among staff to plan and prepare for Commission public hearings; (3) provide expert advice and analyses in the position's purview to Commissioners; and (4) compile and distill information presented to the Commission and developed by Commissioners into language for reports, letters, and other materials to be issued by the Commission.

KEY REQUIREMENTS:

- Ability to pass Security Background Investigation to obtain Top Secret/SCI clearance.
- Demonstrated ability to present information clearly orally and in writing
- Knowledge of U. S. armed forces and particularly the forces of the U.S. Pacific Command: their structure, missions, capabilities, deployment and basing, weapons systems, and support requirements.
- Knowledge of the People's Liberation Army of China and other military/armed forces of the People's Republic of China, and the armed forces of Taiwan: their structure, missions, budget, deployment and basing, weapons systems, and support requirements.
- Knowledge of the military balance in the Asia-Pacific Region.
- Knowledge of the policies and goals of the U.S. Congress and Executive Branch pertaining to the People's Republic of China and Taiwan and, more broadly, for the Asia-Pacific Region, and the history of U.S. relationships and activities in that region.

ABOUT THE COMMISSION: The Commission conducts its work and studies in the following areas: China's military buildup, proliferation practices, regional economic and security impacts, energy activities, activities in U.S. capital markets, and World Trade Organization compliance; U.S.-China bilateral programs; economic transfers between China and the United States; and the implication of restrictions on speech and access to information in China. Its mission is to identify and make recommendations to Congress concerning matters of concern in these areas.

HOW TO APPLY:

You may submit an application for this position by e-mailing a resume containing the information outlined below under "**What should be included in your Application?**" to kmichels@uscc.gov. Applications may be submitted until the position is filled. Applicants not selected will be notified when it is filled.

WHAT TO EXPECT NEXT:

Each applicant will receive an e-mail confirming receipt of application materials, and will be contacted if we wish to schedule an interview or require additional information.

WHAT SHOULD BE INCLUDED IN YOUR APPLICATION?

You may submit a résumé using the Optional Application for Federal Employment form No. (OF-612), available at http://www.opm.gov/forms/pdf_fill/of612.pdf, or another written application format of your choice. **You must include all the information requested below or your application will not be considered.** The application form and job information and application requirements are also posted to the Commission's Web Site at <http://www.uscc.gov/jobopportunities.php>.

Information to be Included in Application

1. Title of the position for which you are applying.

Personal Information:

2. Full name, mailing address (with zip code), day/evening telephone numbers (with area code), and e-mail address.
3. Social Security Number. [NOTE: Giving your Social Security Number is voluntary. However, we may not be able process your application without it.]
4. Country of Citizenship.
5. If you have a current Federal government security clearance, identify its level.

Education:

6. Colleges and/or Universities attended. For each, provide: city, state and zip code.
 - Major field(s) of study.
 - Type and year of degree(s) received. If no degree received, show total credit hours received in semester or quarter hours.

Work Experience

7. Paid or non-paid positions you have held related to the job for which you are applying (do not provide copies of job descriptions). For each job provide:
 - Job title.
 - Duties and accomplishments.
 - Number of hours worked per week.
 - Employer's name and address.
 - Starting and ending dates of employment (month and year).
 - Supervisor's name and current phone number. ***Indicate if your current supervisor may be contacted.***

If you have ever been employed by the Federal Government, indicate the highest Federal civilian grade held, the job series, and the dates of employment at that grade.

Desirable Qualifications: [Not required, but may be considered in selecting the person for this position]:

8. Experience living or working in the People's Republic of China, Taiwan, or Hong Kong
9. Ability to speak, read, and/or write Mandarin Chinese.
10. U.S. military service, particularly if related to or located in the People's Republic of China, Taiwan, or elsewhere in the Asia-Pacific Region.
11. Work as a member of the staff of the U.S. Congress, particularly with responsibilities for issues pertaining to China and/or Taiwan, or the Asia-Pacific Region.
12. Work within the U.S. Executive Branch, particularly with responsibilities for issues pertaining to China and/or Taiwan, or the Asia-Pacific Region.
13. Graduate degrees (including law degrees) or course work, especially if focused on (a) Chinese culture, history, language, etc., or broader Asian culture, history, language, etc.; and/or (b) international relations or security studies.

Other Qualifications

14. Position-related training courses (title and year).
15. Job-related skills (e.g., computer software/hardware, and specialized database programs, etc).
16. Job-related certificates and licenses.
17. Job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.)

Do not send copies of any documents unless specifically requested.