VACANCY ANNOUNCEMENT

POSITION:	**POLICY ANALYST FOR MILITARY AND SECURITY ISSUES**
SALARY:	Commensurate with experience (Salary level will be competitive and determined in light of education, position-related experience, and professional accomplishments)
POSITION INFO:	Full-Time Position; One-Year Term Appointment renewable at Commission's option, with presumed renewal if performance satisfactory
DUTY LOCATION:	Washington, DC
CITIZENSHIP REQUIREMENT:	Must be U.S. citizen
DATE AVAILABLE	**POSITION IS CURRENTLY OPEN: IMMEDIATE**
CONTACT:	Kathy Michels Email: kmichels@uscc.gov / Phone: (202) 624-1409

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 Western Pacific Region. Analyzes, evaluates, and interprets 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; plans and prepares for Commission public hearings addressing those and related topical areas and assists Commissioners by identifying and recommending experts and authorities as potential participants in the Commission's hearings and briefings; provides advice and analyses to Commissioners; compiles and distills information presented to the Commission and developed by Commissioners into written language for reports, letters, and other materials to be issued by the Commission; and conducts extensive and detailed assessments of issues in the position's purview, and prepares reports position papers, and other information for Commissioners.

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 make recommendations to Congress concerning matters of concern in these areas.

COMMISSION EMPLOYEES RECEIVE THE BENEFITS OF FEDERAL EMPLOYMENT: Commission employees are eligible, and receive a federal government subsidy, for life insurance and for medical insurance for themselves and immediate family members. They receive credit toward the federal defined benefit retirement program, and are eligible to participate in the Thrift Savings Program, the federal government's tax-deferred retirement savings programs Employees accrue annual leave and sick leave time that they may use in accord with Commission policies and procedures.

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 (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.*** 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. Country of Citizenship.
4. If you have a current Federal government security clearance, identify its level.

Education:
5. 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
6. List in reverse chronological order all paid positions you have held (do not provide copies of job descriptions). You ***may*** include unpaid or volunteer positions ***related to the position for which you are applying***. For each position 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. If you have ever served in the U.S. military service, indicate

the branch, the dates of your service, the date of your discharge and its type, and the highest rank attained and the date it was attained.

Key Requirements

7. Confirm that you believe you can pass a Security Background Investigation to obtain a Top Secret/SCI clearance.
8. Describe in one paragraph your level and extent of knowledge of U. S. armed forces and particularly the forces of the U.S. Pacific Command, including their structure, missions, capabilities, deployment and basing, weapons systems, and support requirements, and describe how you attained this knowledge.
9. Describe in one paragraph your level and extent of 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, including their structure, missions, budget, deployment and basing, weapons systems, and support requirements, and describe how you attained this knowledge.
10. Describe in one paragraph your level and extent of knowledge of the military balance in the Asia-Pacific Region and how you attained this knowledge.
11. Describe in one paragraph your level and extent of 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, and describe how you attained this knowledge.

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

12. Experience living or working in the People's Republic of China, Taiwan, or Hong Kong. If applicable, describe in one paragraph.
13. Ability to speak, read, and/or write Mandarin Chinese. If applicable, indicate your level of proficiency.
14. U.S. military service related to or located in the People's Republic of China, Taiwan, or elsewhere in the Asia-Pacific Region. If applicable, describe in one paragraph.
15. 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. If applicable, describe in one paragraph.
16. Work within the U.S. Executive Branch, particularly with responsibilities for issues pertaining to China and/or Taiwan, or the Asia-Pacific Region. If applicable, describe in one paragraph.
17. 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. (If applicable, you will provide this information under #6 above.)

Other Qualifications

18. List ***position-related*** training courses (title and year).
19. List your ***position-related*** skills (e.g., proficiency in computer software/hardware and specialized database programs, etc).
20. List ***position-related*** certificates and licenses.
21. List ***position-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 or writing samples unless specifically requested.

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