



VACANCY ANNOUNCEMENT

POSITION: **CONGRESSIONAL LIAISON**

SALARY: \$ 70,000 to \$92,000 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 is satisfactory. Employees of the USCC are appointed to administratively determined positions in the "excepted service," and are not covered under the provisions of 5 United States Code that are applicable to Executive Branch employees regarding appointment, termination, competition, and pay rules and regulations.

DUTY LOCATION: Washington, DC

CITIZENSHIP REQUIREMENT: Must be U.S. citizen

DATE AVAILABLE **POSITION IS CURRENTLY OPEN: IMMEDIATE**

CONTACT: Doug Fehrer
Email: dfehrer@uscc.gov

MAJOR DUTIES AND RESPONSIBILITIES: Participates as the principal point of contact for communication between the U.S.-China Commission and Members of Congress and their staff. The position is responsible for working with the Commission's administrative staff to arrange for delivery of written communications to Members of Congress and their staff, for maintaining an awareness of the interests of Members of Congress and their staff in matters within the statutory mandate of the Commission, for identifying and tracking action on legislation addressing or affecting matters within the statutory mandate of the Commission, for receiving and relaying to the appropriate USCC staff member for follow-up inquiries and requests for assistance or information from Members of Congress and their staff, for making arrangements to reserve Congressional hearing rooms for Commission hearings, and for making appointments for Commission members and staff to meet with Members of Congress or their staff to brief them on issues associated with the work of the Commission. 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:

- Expert knowledge of the Congress, its structure and operations.
- Experience working as a Congressional staff member in a position of substantial responsibility.
- Knowledge of the People's Republic of China, the Chinese culture, and the major features of the U.S.-China relationship.
- Work as a member of the staff of the U.S. Senate and/or House of Representatives with responsibilities for issues pertaining to China and/or Taiwan, or the Asia-Pacific Region.

- Work with the Executive Branch of the U.S. Government, particularly with responsibilities of issues pertaining to China and/or Taiwan, or the Asia-Pacific Region.
- Graduate degrees (including a Juris Doctor or comparable law degrees) or course work especially if focused on (a) Chinese culture, history, language, etc. or broader Asian culture, history, language, etc.; and/or political science.
- Demonstrated ability to present information clearly orally and in writing.
- Incumbent must complete an application for and be able to pass a National Agency check/Intelligence Dossier (NAC-1) background check at Secret level.

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 dfehrer@uscc.gov. **Applications may be submitted until the position is filled.** Applicants not selected will be notified when it is filled. *Please note that if you previously submitted a full application for this position, you need not reapply, but you can choose to send supplemental information to address the newly added key requirements.*

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 and how you heard about the opening.

Personal Information: For personal security, please **do not** include your social security number on your application.

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 National Agency check/Intelligence Dossier (NAC-1) background check.
8. Describe in one paragraph your level and extent of knowledge of Congress, its structure and operations, and your experience working as a Congressional staff member in a position of substantial responsibility.
9. 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.
10. Describe in one paragraph your ability to present information clearly orally and in writing, and describe the basis of the data collected and what the information was used for.
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.

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. 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) law; and/or (c) government, public policy, and/or political science.

Other Qualifications

15. List *position-related* training courses (title and year).
16. List your *position-related* skills (e.g., proficiency in computer software/hardware and specialized database programs, etc).
17. List *position-related* certificates and licenses.

18. 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.

Filename: Vacancy Ann 2009 Congressional Liaison OPM posting
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Directory: C:\Documents and Settings\Jertman\Local
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Title: Vacancy Announcement
Subject: Congressional Liaison
Author: kmichels
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Comments:
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