



## U.S.-CHINA ECONOMIC AND SECURITY REVIEW COMMISSION

### VACANCY ANNOUNCEMENT

**POSITION TITLE:** **POLICY ANALYST, ECONOMICS AND TRADE**  
**VACANCY NUMBER:** **001-2015-PA-EC**  
**SALARY:** **Commensurate with Experience** - Salary level will be determined based on position-related experience, professional accomplishments, and relevant education.

**POSITION INFORMATION:** **Administratively Determined, Full-Time, Term-Appointed Position** (The initial term of appointment is one year and is renewable at the Commission's option. The position is not covered by provisions of 5 USC that apply to Executive Branch employees regarding appointment, termination, competitive service selection, and pay related rules and regulations.)

**DUTY LOCATION:** Washington, DC

**WHO MAY BE CONSIDERED:** Open to all qualified U.S. Citizens

**SPECIAL REQUIREMENTS:** Finalists may be required to sit for a research and writing examination administered at the USCC offices in Washington, DC. (NTE 3 hours). The selectee for the position will be required to obtain and hold a Federal security clearance at the Top Secret//SCI level.

**PROMOTION POTENTIAL:** Yes

**CLOSING DATE:** **April 10, 2015**

**CONTACT:** Email: [Opportunities@uscc.gov](mailto:Opportunities@uscc.gov)

### ABOUT THE COMMISSION

The U.S.-China Economic and Security Review Commission (USCC) was created by the United States Congress in October 2000, as a nonpartisan, legislative branch Commission. The Commission's mission is to monitor, investigate, and make recommendations to Congress about matters of concern in the relationship between the United States and the People's Republic of China in the following areas: 1) weapons proliferation practices, 2) economics, 3) energy and natural resources, 4) investment and capital markets, 5) China's military, 6) China's cyber capabilities, 7) China's fiscal and monetary policy, 8) China's foreign policy, 9) China's compliance with the World Trade Organization, 10) freedom of speech and information in China, and 11) food, drug, and other product safety in China.

You can review the Commission's mandate in detail at <http://www.uscc.gov/about/uscc-charter>.

### MAJOR DUTIES AND RESPONSIBILITIES

Respond to direction from and coordinating with the Senior Policy Analyst for Economic and Trade Issues, or other senior USCC staff as directed by the Executive Director. The work requires the ability to:

1. Write – draft, edit, and finalize – the assigned/relevant economic and trade sections of the Annual Report under the direction of the Executive Director, other senior USCC staff, and the Chairman.

2. Draft, edit, and finalize relevant analytical and topical information for the Commission to send to members of Congress and their staff. Analyzes issues in the areas outlined below, and prepare reports, position papers, and other information for Commissioners, the Executive Director, and other USCC staff; prepare and present briefings on same.
3. Monitor and assess developments in economics and trade pertaining to China, Taiwan, and the Eastern Pacific Region. This includes: the trade balance between China and the United States; how the health of the U.S. economy and its component industries and workforce are affected by U.S. trade with China and other Chinese activities; China's adherence to its obligations as a member of the World Trade Organization, U.S.-China bilateral trade agreements, and multilateral trade agreements to which the U.S. is a party; China's economic strength and capability and the effects of its economic activities on the U.S. economy; the trends in China's economic and trade activities; China's enforcement of intellectual property rights; China's use of prison labor and its adherence to related U.S.-China bilateral agreements; the effects of U.S. export controls on U.S.-China trade; and other topics as assigned.
4. Identify experts and authorities in relevant issue areas and recommend them to Commissioners, the Executive Director, and other USCC staff as potential participants in USCC public hearings, issue roundtables, and both classified and unclassified briefings.
5. Work with the Chairman, Commissioners designated as hearing co-chairs, and other USCC staff, lead or support the planning, organizing, and identification of witnesses for hearings. Prepare briefing materials for Commissioners pertaining to assigned/relevant portions of the Commission's public hearings.
6. Establish and maintain relationships with officials in federal agencies, as well as private sector experts on matters outlined above.
7. Perform other duties as assigned by the Team Lead, Senior Policy Analyst for Economic and Trade Issues, other senior USCC staff, the Executive Director, and/or Commissioners.
8. Accomplish taskings accurately, briefly and completely by established deadlines.

## **QUALIFICATIONS**

### **MANDATORY QUALIFICATIONS:**

1. Must be able to obtain and retain a Top Secret security clearance with Sensitive and Compartmented Information access.
2. Proven and demonstrable experience and ability to present information clearly and concisely – written and oral. – Strong writing and editing skills are absolutely required.
3. Strong analytical and research skills, including demonstrable ability to accurately and thoroughly analyze data and make informed, critical judgments about issues.
4. Familiarity with and ability to effectively utilize sources of electronic and print information regarding China and Taiwan.
5. Experience or expertise in economics, trade, and related areas of law as applicable to China, as well as the economic and trade policies and goals of the United States Congress and Executive Branch, particularly regarding China, Taiwan, and the Asia-Pacific region.
6. Experience and ability to work effectively as a member of a team.

### **HIGHLY DESIRED QUALIFICATIONS:**

(Not required, but may be considered in the selection process)

1. Experience in a Congressional or Executive Branch office, particularly with responsibilities for issues pertaining to China and/or Taiwan, or the Asia-Pacific Region
2. Knowledge of the application of economic principles in U.S. bilateral and multilateral trade, financial, and economic relationships.
3. Knowledge of U.S. trade laws, regulations, and procedures; the World Trade Organization and its regulations and procedures; other multilateral economic organizations; and the missions, and

activities of U.S. government agencies with responsibilities for conducting or supervising bilateral and multilateral trade and economic relations for the United States.

4. Knowledge of the trade policies and practices of the People's Republic of China, and the organization and structure of the agencies of the governments of these jurisdictions with responsibilities for determining, supervising, and conducting trade policies and bilateral and multilateral trade relationships. Knowledge of the Chinese legal system and structure.
5. Notable experience as a journalist or published author, writing about economics, finance, and/or international affairs especially regarding US-China issues.
6. Graduate degrees (including law and/or economics) or course work, especially if focused on (a) Chinese business, economy, culture, history, language, etc., or broader Asian economics, culture, history, language, etc.; or (b) international relations or security studies; or related experience in these areas.
7. Knowledge of the Chinese culture and recent or relevant history.
8. Experience living or working in the People's Republic of China, Taiwan, or Hong Kong.
9. Ability to speak Mandarin Chinese or read Chinese.

### **HOW TO APPLY**

You must submit a complete application package via email to [Opportunities@uscc.gov](mailto:Opportunities@uscc.gov). Your application package must include:

**1) Cover letter, to include:**

- a. Position title
- b. Vacancy number
- c. Brief statement outlining your interest in the Commission and this position
- d. Concise, point-by-point responses to all **mandatory qualifications** and **highly desired qualifications** listed above
- e. Your salary requirements and/or salary history

**2) Professional Resume**

- a. Chronological work history [starting with the most recent position held], education [including degrees and dates attained], applicable publications, etc.)
- b. Position-related training courses (title and year)
- c. Job-related skills (e.g., computer software, program and database programs, etc)
- d. Job-related certificates and licenses
- e. Job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.)

**3) Current Writing Sample**

(Preferably an essay on an economics or trade issue– *writing and editing must be your own work* and should not exceed 5 pages)

**NOTE: All the information requested above must be received by midnight EST on the closing date or your application will not be considered.**

### **WHAT TO EXPECT AFTER APPLYING**

After submitting your application package for this position you will receive an e-mail confirming receipt of your application materials. Applications will be reviewed as received on a rolling basis or after the closing date. You will be contacted via email if we wish to schedule an interview or require additional information.

The selectee for the position will be required to obtain and hold a Federal security clearance at the Top Secret//SCI level.

Applicants not selected for further consideration will be notified via email when the position is filled.

### **OTHER IMPORTANT INFORMATION**

**The US-China Economic & Security Review Commission is an EEO employer** and does not discriminate on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, or age.

The USCC will provide reasonable accommodation to applicants with disabilities as appropriate. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. If selected for this position, before you can be formally hired you will be required to sign and certify the accuracy of the information in your application.

If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law as described in 5 USC 3328. – If you misrepresent your experience or education, or provide false or fraudulent information, it may be grounds for not hiring you or dismissing you after you start. Making false or fraudulent statements can be punishable by fine or imprisonment.

As federal government employees, Commission employees are eligible to participate in federal employee benefits programs, to include: health insurance (multiple carriers & multiple options); life insurance (FEGLI-multiple options); retirement (FERS or CSRS if applicable); and the Thrift Savings Program (TSP-multiple options), the federal government's tax-deferred savings program. Employees accrue and may use annual and sick leave in accord with Commission policies and procedures.

**This employment opportunity is also posted on the Commission website at:**  
<http://www.uscc.gov/about/job-opportunities>