



U.S.-CHINA ECONOMIC AND SECURITY REVIEW COMMISSION

VACANCY ANNOUNCEMENT

POSITION TITLE: **Research Assistant, Economics and Trade**

VACANCY NUMBER: **002-2021-RAET**

SALARY: **\$35,000 to \$45,000 per year; commensurate with experience**
(Salary level will be competitive with education, position-related experience, and professional accomplishments.)

POSITION INFORMATION: **Administratively Determined, Full-Time, Term-Appointed Position**
(The initial term of appointment is six months 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: Applicants must be eligible for a security clearance. Upon appointment, the selectee will be required to undergo a background investigation, and during the employment period may also be required to obtain and hold a Federal security clearance. An active clearance is not a prerequisite for applying for or initiating employment.

OPEN & CLOSING DATES: Wednesday, May 5, 2021 to Tuesday, May 25, 2021

CONTACT: Email: Opportunities@uscc.gov

ABOUT THE COMMISSION

The U.S.-China Economic and Security Review Commission (the Commission) was created by the United States Congress in October 2000 with the legislative mandate to monitor, investigate, and submit to Congress an annual report on the national security implications of the bilateral trade and economic relationship between the United States and the People's Republic of China, and to provide recommendations, where appropriate, to Congress for legislative and administrative action.

In accordance with its mandate, the Commission focuses its work and study on the following eleven areas: proliferation practices, economic transfers, energy and natural resources, foreign investment, military and security affairs, cyber activities, economic conditions, foreign affairs, compliance and enforcement, freedom of information, and product safety.

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

MAJOR DUTIES AND RESPONSIBILITIES

Under the direction of the Director for Economics and Trade or Executive Director, the position is responsible for policy and issue analysis primarily in the fields of economics and trade. This position requires the ability to:

1. Monitor, investigate, and assess developments relevant to the Economics and Trade Team's portfolio including, but not limited to, the topics identified in "requirements and qualifications" below.
2. Draft detailed written and oral analyses and assessments of issues within the Economics and Trade Team's portfolio.
3. Provide support to Commission staff planning hearings, writing the Annual Report or other research reports, preparing testimony or other products by conducting research, drafting correspondence, writing, or fact checking.
4. Work with designated hearing co-chairs, senior staff, and team members to plan, organize, and provide administrative support to Commission hearings.
5. Serve as a subject matter expert on assigned issue areas within the team's portfolio for Commissioners, Member staffs, and Congressional committee staffs.
6. Research and draft assigned portions of the Commission's Annual Report.
7. Attend seminars, meetings, and events on behalf of the Commission, and write memoranda to Commissioners and staff.
8. Assist with developing and sustaining a professional network of China analysts in the U.S. government, private sector, and academia.
9. Perform other duties as assigned.

REQUIREMENTS AND QUALIFICATIONS

1. Strong and demonstrated ability to present information clearly and concisely through memos, reports, briefings, and other presentations.
2. Advanced research, analytical, and evaluative skills, including the ability to synthesize and analyze large amounts of disparate data on emerging and/or controversial issues.
3. Knowledge of international economics and the application of economic principles in U.S. bilateral and multilateral trade, financial and economic relations.
4. Knowledge of China's economic policies and practices, including the drivers, actors, and conduct of China's economic policies.

5. Knowledge of U.S. trade and economic policies and goals pertaining to China and Taiwan and, more broadly, to the Indo-Pacific.
6. Bachelor's degree or higher in a relevant field, such as Economics, Law, International Relations, or Asian Studies.

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, Taiwan, or the Indo-Pacific Region.
2. Experience living and/or working in China, Taiwan, or Hong Kong.
3. Ability to speak and read Mandarin Chinese, to include ability to effectively utilize sources of electronic and print information.

HOW TO APPLY

Submit a complete application package containing all of the below required documents **in one PDF file** via email to Opportunities@uscc.gov. **Incomplete application packages or information not received by 5:00 p.m. Eastern Time on the closing date will not be considered.**

1) Cover letter, to include:

- a. Position title
- b. Vacancy number
- c. Brief statement outlining your interest in the Commission and this position and how you heard about this position
- d. Concise, point-by-point responses to **all requirements and qualifications** listed above
- e. Your salary requirements and/or salary history
- f. Name and contact information for two professional references
- g. Availability (including a tentative start date)

2) Professional Resume

3) Current Writing Sample

- a. A sample of your writing on a topic related to Chinese business, economics, international relations, and/or foreign affairs; writing and editing must be your own work and should not exceed 5 pages; include citations as appropriate.

WHAT TO EXPECT AFTER APPLYING

After submitting your application package, you will receive an email confirming receipt of your application materials. Please note this email confirmation is not automated and may take 2–3 days to receive. You will be contacted via email if we wish to schedule an interview or require additional information. Applicants may inquire about the status of their application by sending an email to Opportunities@uscc.gov.

HOW YOU WILL BE EVALUATED

The Commission will conduct an internal evaluation based on applicants' cover letter, resume, and writing sample, to include qualifications and relevant experience. The Director for Economics and Trade and appropriate staff will interview the top candidates. The Chairman and/or Vice Chairman may interview the final candidates. The final hiring decision will be made by the Executive Director.

Interviews will consist of two parts: 1) interviews with the Director for Economics and Trade, Executive Director, and appropriate staff; and 2) a writing test.

OTHER IMPORTANT INFORMATION

The U.S.-China Economic and Security Review Commission is an EEO employer and does not discriminate against any employee or applicant for employment because of that individual's protected characteristics, including: race, color, religion, sex (including gender identity, gender expression, pregnancy and childbirth), national origin, age, disability, genetic information, marital status, uniformed service, or sexual orientation.

The Commission 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 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) and SmartBenefits, the government's federal transit subsidy program. Employees accrue and may use annual and sick leave in accord with Commission policies and procedures.

Please send any questions regarding this position or application process to: Opportunities@uscc.gov.