



U.S.-CHINA ECONOMIC AND SECURITY REVIEW COMMISSION

VACANCY ANNOUNCEMENT

POSITION TITLE: **Director, Security and Foreign Affairs**

VACANCY NUMBER: **008-2021-DSFA**

SALARY: **\$115,000 to \$145,000 per year; commensurate with experience**

POSITION INFORMATION: **Administratively Determined, Full-Time, Term-Appointed Position**
(The initial term of appointment is one year and is renewable by mutual agreement. 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 Top Secret//SCI security clearance. Upon appointment, the selectee will be required to undergo a background investigation, and will be required to obtain and hold a Top Secret clearance with access to sensitive compartmented information (SCI) while in the position. A previous or current active clearance is not a prerequisite for applying for or initiating employment.

OPEN & CLOSING DATES: Wednesday, October 20, 2021 to Tuesday, November 16, 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. You can review the Commission's mandate in detail at <https://www.uscc.gov/charter>.

MAJOR DUTIES AND RESPONSIBILITIES

Under the direction of the Executive Director, the incumbent is responsible for leading and managing the unclassified and classified research, analysis, and writing of 5–6 analysts and research assistants for the Security and Foreign Affairs Team.

1. Lead and manage a diverse team developing policy-relevant analysis within the Commission's mandate. Lead the team's efforts to: generate ideas; research and draft the Commission's Annual Report; prepare staff papers and issue briefs; develop hearings; draft talking points and editorials, etc.
2. Develop and mentor junior and mid-career policy analysts to build subject matter expertise and produce substantive and effective written and oral assessments of issues in the team's portfolio.
3. Collaborate with the Economics and Trade Team to ensure research in support of the Commission's mandate is comprehensive and coordinated across all relevant issue areas.
4. Ensure the team's analytic products are accurate, timely, and comprehensible; satisfy the requirements of Commissioners and Congress; reflect the Commission's positions; are relevant to Congressional policy-making; and meet professional and tradecraft standards.
5. Serve as a subject matter expert for Commissioners, and in supporting the Commission's advice to Congress, in the areas of expertise identified in the requirements and qualifications listed below.
6. Develop and sustain a professional network with China analysts in the U.S. government, private sector, and academia.

REQUIREMENTS AND QUALIFICATIONS

1. An established record of policy-relevant professional experience on Chinese national security and foreign affairs issues.
2. Experience supervising and leading people and teams in conducting research and analysis.
3. Proven ability to present information clearly and concisely through written and oral communication.
4. Expert knowledge of Chinese foreign and national security policy, particularly in the Indo-Pacific and toward the U.S., including understanding of the drivers, actors, and conduct of China's foreign policy.
5. Expert knowledge of Chinese security issues, including China's military strategy, how China uses its military to advance national interests, the capabilities of the People's Liberation Army, and domestic security concerns.
6. Expert knowledge of U.S. foreign and national security policy related to China and the Indo-Pacific (including U.S. alliances and other partnerships in the region) and U.S. military strategy, capabilities, and activities in the Indo-Pacific.
7. Professional proficiency in Mandarin Chinese, to include ability to effectively utilize original language sources of electronic and print information in developing policy-relevant original research and analysis.

HIGHLY DESIRED QUALIFICATIONS:

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

1. Academic degree(s) in a relevant field, such as Asian Studies, International Relations, Political Science, Security Studies, or Asian History.
2. Experience living and/or working in China, Taiwan, or Hong Kong.
3. Experience engaging with Congress on matters related to national security and foreign affairs policy.

HOW TO APPLY

****This announcement is a readvertisement. If you previously applied, you must reapply if you wish to be considered for the position.****

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 the position
- d. Concise, point-by-point responses to requirements and qualifications
- e. Your salary requirements and/or salary history
- f. Name and contact information for two professional references

2) Professional Resume

3) Recent Writing Sample

An essay analyzing a security or foreign affairs topic related to China; writing and editing must be your own work and should not exceed 5 pages; include citations.

WHAT TO EXPECT AFTER APPLYING

After submitting your application package you will receive an email confirming receipt of your application materials. 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 Executive Director and appropriate staff will interview the top candidates. The Chairman and/or Vice Chairman will interview the final candidates. The final hiring decision will be made by the Executive Director, in consultation with the Chairman and Vice Chairman.

Initial interviews will consist of two parts: 1) interviews with the Executive Director and appropriate staff; and 2) a writing test.

OTHER IMPORTANT INFORMATION

The U.S.-China Economic and Security Review Commission is an equal employment opportunity 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.

The Commission participates in the E-Verify Program established by the Department of Homeland Security (DHS) and the Social Security Administration (SSA). If you are hired by the Commission, the

Commission will verify with the DHS and the SSA that you are eligible for employment in the United States.

Benefits. As federal government employees, Commission employees are eligible to participate in federal employee benefits programs, to include: health insurance; dental and vision insurance; life insurance; and a retirement plan (FERS), including the Thrift Savings Plan (TSP), a 401k-like retirement savings program. Employees accrue and may use annual and sick leave in accordance with Commission policies and procedures. For more information, please visit <https://www.usajobs.gov/Help/working-ingovernment/benefits/>.