



U.S.-CHINA ECONOMIC AND SECURITY REVIEW COMMISSION

VACANCY ANNOUNCEMENT

POSITION TITLE: Policy Analyst, Security and Foreign Affairs

VACANCY NUMBER: 009-2021-PASFA

SALARY: \$54,000 to \$88,000 per year; commensurate with qualifications and relevant 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 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 up to the Top Secret/SCI level. An 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 Director for Security and Foreign Affairs and Executive Director, the position is responsible for policy and issue analysis primarily in the fields of security and foreign affairs. This position requires the ability to:

1. Monitor, investigate, and assess developments relevant to the Security and Foreign Affairs Team's portfolio including, but not limited to, the topics identified in "Requirements and Qualifications" below.
2. Prepare detailed written and oral analyses and assessments of issues within the Security and Foreign Affairs Team's portfolio.
3. Work with designated hearing co-chairs, senior staff, and team members to plan and organize Commission hearings.
4. 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.
5. Prepare assigned portions of the Commission's Annual Report.
6. Prepare Congressional testimony, talking points, and other communications for Commissioners and represent the staff at conferences and with government, academia, and private sector groups.
7. Develop and sustain a professional network with China analysts in the U.S. government, private sector, and academia.

REQUIREMENTS AND QUALIFICATIONS

1. Demonstrated ability to present information clearly and concisely through both written and oral reports.
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. Demonstrated knowledge of China's foreign relations, particularly in the Indo-Pacific and with the United States, including an understanding of the drivers, actors, and conduct of China's foreign policy.
4. Demonstrated knowledge of Chinese security issues, including China's military strategy, how China uses its military to advance its national interests, the capabilities of the People's Liberation Army, and domestic security concerns.
5. Demonstrated knowledge of U.S. foreign 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.
6. 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.
4. Experience working in the Executive Branch of the U.S. government, especially in departments and agencies with duties related to the subject matter areas of this position.

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.**
- e. Your salary requirements and/or salary history
- f. Name and contact information for two professional references

2) Professional Resume

3) Current 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. 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 who interview may be required to take a writing test for further consideration. 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 Security and Foreign Affairs, Executive Director, 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 Security and Foreign Affairs, 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/>.