



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

### VACANCY ANNOUNCEMENT

**POSITION TITLE:** Policy Analyst/Senior Policy Analyst, Economics and Trade

**VACANCY NUMBER:** 002-2023-PAET

**SALARY:** Policy Analyst: \$58,000 to \$92,000 per year  
Senior Policy Analyst: \$84,000 to \$110,000 per year

**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:** Friday, February 24, 2023 to Sunday, March 26, 2023

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

### ABOUT THE COMMISSION

The U.S.-China Economic and Security Review Commission is a Congressional advisory commission, mandated to monitor, investigate, and report to Congress on the national security implications of the bilateral trade and economic relationship between the United States and the People's Republic of China. The Commission's full mandate is posted at <https://www.uscc.gov/charter>.

### MAJOR DUTIES AND RESPONSIBILITIES

Under the direction of the Director for Economics and Trade, the position is responsible for policy and issue analysis of China and U.S.-China relations primarily in the fields of economic and trade issues.

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. Prepare detailed written and oral analyses and assessments of issues within the Economics and Trade Team's portfolio.
3. Work with designated senior staff and team members to support hearing co-chairs in developing, planning, and executing Commission hearings.
4. Serve as a subject matter expert and advisor for Commissioners on Chinese economics and trade and China-related U.S. policy responses, in support of their advice to Congress, and in briefings and advice to staff of Members and Congressional committees.
5. Research and draft assigned portions of the Commission's Annual Report.
6. Support Commissioners in their mandate-related duties by providing the information necessary for Commission deliberations, briefings to Congress, and other substantive engagements as well as coordinating and communicating the logistics required to arrange, execute, and follow up from such events and meetings.
7. Draft Congressional testimony, talking points, and other communications for Commissioners and represent the staff at conferences and with government, academia, and private sector groups.
8. Conduct literature reviews, expert interviews, and other initial research to identify potential avenues for Commission research and public hearings.
9. Provide substantive review on external contracted research reports.
10. Develop and sustain a professional network of China-focused professionals (researchers, analysts, practitioners, policy officers, industry, etc.) in the U.S. government, private sector, and academia.

*Senior Analysts only:*

1. Mentor junior team members and assist in developing templates and processes for implementing the Commission's research cycle.
2. Lead ad hoc teams in project-based work, establishing milestones and timelines, and managing the project, workflow, and quality control of input from other teammates (non-supervisory role).

## **REQUIREMENTS AND QUALIFICATIONS**

1. Strong and demonstrated ability to present information clearly and concisely through both written and oral reports. This includes quickly identifying the core questions in a request, devising an appropriately scoped research approach to address those questions, and providing the results of that research in a succinct and compelling manner.
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. Experience researching and writing about one or more of the following areas: macroeconomics, finance, trade, and technology.
3. For Analysts, demonstrated knowledge of one or more, and continued growth in multiple, of the following areas. For Senior Analysts, experience working in or demonstrated knowledge of at least three of the following areas.
  - a. The overall state of China's domestic economy;
  - b. China's financial system, including its banking system and capital markets, and their regulation;
  - c. China's evolving policy and regulatory landscape, including market access for foreign companies, protection of intellectual property rights, data security, food and product safety, energy, and technology development;
  - d. China's economic diplomacy and statecraft, including its participation in international economic governance and standards organizations;

- e. Trade policies and practices of China, Taiwan, and Hong Kong, as well as which agencies within these jurisdictions are responsible for determining, implementing, and supervising, and conducting trade policies relationships;
  - f. U.S.-China bilateral trade and investment flows, and their impact on U.S. national security, industries, and workers;
  - g. China's adherence to U.S.-China bilateral commitments, its obligations as a member of the World Trade Organization, and other multilateral agreements;
  - h. Trade laws, regulations, procedures and goals of the U.S. Congress and Executive Branch, especially those pertaining to the People's Republic of China and Taiwan, as well as to the control of exports and regulation of securities issuance and trading; and
  - i. The overall composition of international trade, and the application of economic principles in U.S. bilateral and multilateral trade, financial, and economic relations.
4. 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.

*Senior Analysts only:*

- 1. At least five years of relevant professional work experience with three or more years on China-related economic issues.
- 2. Professional work experience representing your organization to external audiences or customers, leading projects, or supervising other employees.

## **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](mailto:Opportunities@uscc.gov). **Incomplete application packages or information not received by 11:59 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 the **requirements and qualifications** you meet
- e. Your salary requirements
- f. Name and contact information for two professional references, one of which must be a current or past supervisor

### **2) Resume**

### **3) Current Writing Sample**

The writing sample can be on any topic; writing relevant to the position being sought is strongly preferred; writing and editing must be your own work and should not exceed 5 pages.

## **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 would like 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](mailto:Opportunities@uscc.gov).

### **HOW YOU WILL BE EVALUATED**

The Commission will conduct internal evaluation based on applicants' cover letter, resume, and writing sample, to include qualifications and relevant experience. The Director of Economics and Trade, 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 of Economics and Trade, Executive Director, and appropriate staff; and 2) a writing test.

### **OTHER IMPORTANT INFORMATION**

The Commission actively seeks a diverse applicant pool and values having a variety of views, backgrounds, and experiences on the team. 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-in-government/benefits/>.