



U.S.-CHINA ECONOMIC AND SECURITY REVIEW COMMISSION

VACANCY ANNOUNCEMENT

POSITION TITLE: Policy Analyst/Senior Policy Analyst, Security and Foreign Affairs

VACANCY NUMBER: 005-2023-PASFA

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: (1) Applicants must be available to start no later than August 28, 2023.
(2) 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: Monday, May 15, 2023 to Friday, June 9, 2023

CONTACT: Email: 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 Security and Foreign Affairs, the Policy Analyst/Senior Policy Analyst is responsible for supporting policy and issue analysis of China and U.S.-China relations, primarily in the fields of security and foreign affairs. The work 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. Provide regular updates to Commissioners and other research staff on developments in the Commission's mandated research areas.
3. Draft detailed written and oral analyses and assessments of issues within the Security and Foreign Affairs Team's portfolio.
4. Plan and support hearings, research and draft assigned portions of the Annual Report and other research reports, prepare testimony and other products by conducting research, drafting correspondence, writing, and fact checking.
5. Provide research, analytical, and other support on assigned issue areas within the team's portfolio for Commissioners, Member staff, and Congressional committee staff.
6. Attend seminars, meetings, and events on behalf of the Commission, and write memoranda to Commissioners and staff.
7. Conduct literature reviews, expert interviews, and other research to identify potential avenues for Commission research products and public hearings.
8. Provide substantive review on external contracted research reports.
9. Develop and sustain a professional network of China analysts in the U.S. government, private sector, and academia.

Senior Policy Analyst:

1. Mentor junior team members and assist in developing templates, processes, and research approaches for implementing the Commission's research cycle.
2. Lead ad hoc teams in project-based assignments, including management of milestones and timelines, 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 memos, reports, briefings, and other presentations. This includes quickly identifying the core questions in a request, devising an appropriately scoped research approach to 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.
3. Interest and knowledge, as demonstrated by relevant coursework or work experience, in at least two of the following areas:
 - China's foreign and security policy;
 - CCP politics, policy-making, and the domestic drivers of China's foreign and security policy;
 - China's policies for cybersecurity, nonproliferation, public health, and other transnational security challenges; and
 - China's military strategy, capabilities, and activities.

4. Working 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.
5. 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 security 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. **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 the **requirements and qualifications** you meet
- e. Your salary requirements and available start date
- 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 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. 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.

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. Applications may be evaluated as they are submitted in a rolling interview process. The Director of 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 of Security and Foreign Affairs, 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/>.