



U.S.-CHINA ECONOMIC AND SECURITY REVIEW COMMISSION

VACANCY ANNOUNCEMENT

POSITION TITLE: **Executive Director**

VACANCY NUMBER: **002-2024-ED**

SALARY: **\$191,900 to \$221,900 per year**
By statute, compensation may not exceed that of Executive Schedule Level II (Currently: \$221,900 per year).

POSITION INFORMATION: **Administratively Determined, Full-Time, Term-Appointed Position**
(This is an at-will position. The initial term of appointment is three years and may be extended by mutual agreement. The position is not covered by provisions of 5 U.S.C. 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) All candidates must be available to work in-person in Washington, DC.
(2) Applicants must be eligible for a Top Secret//SCI security clearance. A previous or current active clearance is not a prerequisite for applying for or initiating employment.

OPEN & CLOSING DATES: Friday, February 23, 2024 through Monday, March 25, 2024

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 Chairman and Vice Chairman of the U.S.-China Economic and Security Review Commission (“the Commission”), the position is responsible for developing and implementing strategies that further the Commission’s goals; recruiting, leading, and developing the Commission’s full-time professional staff; guiding and overseeing the staff’s work for the Commission; and overall management of the Commission’s property and resources.

- A. Support the Commissioners appointed by House and Senate Leadership in developing a vision for each annual report cycle. Provide day-to-day leadership and development of the Commission’s nonpartisan professional staff to carry out that vision to support the bipartisan Commission in building consensus and meeting its statutory mandate, ensuring staff work products are completed on time and meet the Commission’s standards.
- B. Provide executive leadership of personnel and effectively manage Commission resources. Set individual and group goals, communicate expectations effectively, and monitor staff performance, including identifying shortfalls and focusing appropriate organizational resources to remediate issues.
- C. Oversee and develop the Commission’s senior staff (Director, Economics and Trade; Director, Security and Foreign Affairs; Director of Operations and Administration; Director, Congressional Affairs and Communications; and Research Director), and ensure their teams’ success in the following areas—
 1. Continuously monitor, investigate, and assess developments in the Commission’s substantive focus areas and prepare reports, memoranda, and briefings for Commissioners.
 2. Review and edit staff-written drafts of the Commission’s Annual Report to Congress for consideration by Commissioners, and revise those drafts as requested by Commissioners.
 3. Develop and implement agendas for the Commission’s fact-finding travel and ensure that Commissioners are effectively staffed on those trips.
 4. Establish and maintain relationships with Members of Congress and their staffs, Federal agency officials, and others who take official actions within the purview of or affecting the responsibilities of the Commission.
- D. Oversee the Commission’s hiring process, to include developing an advertising and recruitment strategy, supervising the screening and interview process, and making hiring recommendations to the Chairman and Vice Chairman.
- E. Foster a supportive work environment that provides continuous feedback and open lines of communication across the Commission’s staff. Develop and implement a comprehensive employee management plan that supports staff development, including setting performance standards, compensation schedules, and appropriate workplace rules and flexibilities. Assess the performance of senior staff and review and approve the performance evaluations that managers prepare for their team members, ensuring reviews occur at regular intervals.
- F. Represent the Commission’s work to external audiences including Members of Congress and their staffs, Federal agency officials, the media, and professional groups and organizations.

- G. Liaise with appropriate officials of foreign missions to the United States, including the Embassy of the People's Republic of China and of the Taiwan Economic and Cultural Representative Office (TECRO), for the purpose of facilitating official communication and travel.
- H. Develop and maintain a schedule for the Commission's activities that takes into consideration the Commission's mandate to provide an annual report and recommendations to Congress and reflects the needs and availability of Commissioners.
- I. Oversee development of a proposed spend plan for each fiscal year, based on the current level of Congressional appropriations, that reflects the Commission leadership's priorities, goals, and objectives. Monitor spending and the budget throughout the fiscal year. Ensure all expenditures are in accordance with applicable regulations and ethical standards.
- J. Oversee the Commission's operational and administrative functions, ensuring compliance with Federal law and regulations and Commission rules and policies.
- K. Serve as the Commission's Ethics Officer, advising Commissioners and staff of their responsibilities and obligations under applicable ethics laws, rules, and regulations, and calling appropriate attention to failures to comply and recommending remedial action. Maintain contact with the U.S. Senate Select Committee on Ethics.
- L. Serve as the Commission's Contracting Officer for all research and administrative contracts, to include negotiating and signing contracts and making contract-related determinations.
- M. Serve as the Commission's Security Officer and oversee the development of the Commission's classified annex to its Annual Report to Congress. Maintain contact with the Office of Senate Security.

REQUIREMENTS AND QUALIFICATIONS

A. Required:

1. Substantive Knowledge Pertaining to the Commission's Responsibilities:

- a. Knowledge of the People's Republic of China, the Chinese Communist Party (CCP), and the strategic, economic, trade, military, and security policies and practices, mechanisms, and instruments with which bilateral and multilateral trade and other international affairs are conducted between the United States and China. Knowledge of the military capability balance between China and the United States, and the related dynamics of the Indo-Asia-Pacific Region.

2. Managerial/Executive Qualifications:

- a. Senior-level experience in personalized, direct leadership and organization management.
- b. Demonstrated ability to identify and manage policy, program, and operational priorities.
- c. Demonstrated ability to lead people, to include experience developing individual talents; team building; and developing an inclusive, diverse work environment.
- d. Knowledge and senior-level experience in the areas of Congressional relations and/or intergovernmental and public affairs.

3. Organizational Development Abilities:

- a. Demonstrated ability to structure, organize, and supervise staff work to ensure on time completion of assignments.
- b. Demonstrated ability to build and manage a diverse workforce, ensuring that employees are appropriately recruited, appraised, promoted, and rewarded.
- c. Demonstrated ability to identify, diagnose, and respond appropriately when the organization encounters problems or employees face performance challenges.

4. Resource Planning and Management Abilities:

- a. Demonstrated ability to manage a budget process, including preparing and justifying a budget; developing a spend plan that reflects available resources and organization missions and goals; monitoring adherence to a spend plan; and devising and successfully implementing corrective actions if a deficit is projected at any point.
- b. Demonstrated understanding of and commitment and adherence to acceptable procurement and contracting standards and procedures.
- c. Demonstrated understanding of technological developments, effective use of technology to achieve results, and ensuring access to and security of technology systems.

B. Desirable But Not Required:

1. Graduate degree in relevant field including management or policy expertise.
2. Previous experience working with the U.S. Congress, particularly with responsibilities for issues pertaining to China and/or Taiwan, or the Indo-Asia-Pacific Region – and/or responsibilities for broader trade and economic or military/security matters.
3. Previous experience within the U.S. Executive Branch, particularly with responsibilities for issues pertaining to China and/or Taiwan, or the Indo-Asia-Pacific Region – and/or responsibilities for broader trade and economic or military/security matters.
4. Professional proficiency in Mandarin Chinese.

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

- 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

- a. A sample of your professional writing, to include a memorandum, essay, report, or academic article. The writing sample 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 business days to receive. You will be contacted via email if we would like to schedule an interview or require additional information. All applicants will be notified once the position has been filled.

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 Chairman and Vice Chairman will lead the hiring process, which may include input from other Commissioners and staff. Interviews will be conducted with the top candidates. The final hiring decision will be made by a vote of the full Commission.

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/>.