



U.S.-CHINA ECONOMIC AND SECURITY REVIEW COMMISSION

VACANCY ANNOUNCEMENT

POSITION TITLE: Senior Policy Analyst for the Economics and Trade Team

VACANCY NUMBER: 005-2026-SPA

SALARY: \$92,500 to \$126,000 per year

POSITION INFORMATION: **Administratively Determined, Full-Time, Term-Appointed Position**
(The initial term of appointment is one year and is generally renewed annually 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) All candidates must be available to work in-person in Washington, DC. Candidates outside of the Washington, DC National Capital Region must be willing to relocate in a timely manner if selected.
(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: Tuesday, July 14, 2026 to Friday, August 7, 2026
Applications may be reviewed and interviews conducted on a rolling basis as applications are received, so we strongly encourage applicants to submit applications as early in the process as possible.

CONTACT: Email: Opportunities@uscc.gov

ABOUT THE COMMISSION

The U.S.-China Economic and Security Review Commission is a legislative branch 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 of Economics and Trade, the position is responsible for policy and issue analysis of China and U.S.-China relations, primarily in the fields of economics and trade.

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. Support hearing co-chairs in developing, planning, and executing Commission hearings.
4. Serve as a subject matter expert and advisor for Commissioners on within the Economic Team's portfolio, 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 by providing the information necessary for Commission deliberations, briefings to Congress, and other substantive engagements as well as coordinating 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 in the U.S. government, private sector, and academia.
11. Mentor junior team members and develop and maintain standard operating procedures for analyst workflow and work products.
12. Lead ad hoc teams and projects, 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 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. Experience working in or demonstrated knowledge of at least five of the following areas.
 - a. U.S.-China bilateral trade and investment flows, and their impact on U.S. national security, industries, and workers;
 - b. 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;
 - c. U.S. laws and regulations relating to the control of exports and to inbound investment, outbound investment, and financial markets, especially those relating to the People's Republic of China;
 - d. The overall state of China's domestic economy;
 - e. China's laws, regulations, policies and goals relating to its financial system, including its banking system and capital markets;

- f. 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;
 - g. China's economic diplomacy and statecraft, including its participation in international economic governance and standards organizations;
 - h. Trade policies and practices of China, Hong Kong, and Taiwan, as well as which agencies within these jurisdictions are responsible for determining, implementing, supervising, and conducting such policies;
 - i. China's adherence to U.S.-China bilateral trade and investment commitments, its obligations as a member of the World Trade Organization, and other multilateral agreements; and
 - j. 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.
 5. At least five years of relevant professional work experience with three or more years on China-related economic and trade issues.
 6. Professional work experience representing your organization to external audiences or customers, leading projects, or supervising other employees.

HIGHLY DESIRED QUALIFICATIONS:

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

1. Experience working in or engaging with Congress on matters related to economics and trade policy.
2. Experience working in a U.S. government department or agency that conducts, oversees, or regulates economic or trade relations with China.
3. Experience living and/or working in China, Taiwan, or Hong Kong.
4. Academic degree(s) in a relevant field, such as Economics, Political-Economy, Asian Studies, International Relations, Political Science, or Law.

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 description of how your experience relates to the **requirements and qualifications** listed above;
- e. Your Mandarin Chinese language capability
- f. Your availability to begin work in-person in Washington, DC, including specific dates if you are currently based outside of the DC area;
- g. Your salary requirements; and
- h. Name and contact information for two professional references, one of whom 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 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 evaluate your cover letter, resume, and writing sample to assess your qualifications and experience. The Executive Director and appropriate staff will interview the top candidates. The Chair and/or Vice Chair 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 Executive Director and appropriate staff; and 2) a writing exercise.

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 applicant for employment because of that individual's protected characteristics as defined by law and legal precedent, including: race, color, religion, sex, national origin, age, disability, genetic information, or uniformed service.

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. The U.S.-China Economic and Security Review Commission is a legislative branch commission and 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://help.usajobs.gov/working-in-government/benefits>.