U.S.-CHINA ECONOMIC AND SECURITY REVIEW COMMISSION

VACANCY ANNOUNCEMENT

POSITION TITLE:	**Policy Analyst/Senior Policy Analyst for the Technology and Innovation Team**
VACANCY NUMBER:	**006-2026-TECH**
SALARY:	**Policy Analyst: $68,500 to $90,000 per year** **Senior Policy Analyst: $92,500 to $110,000 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:	Thursday, October 15, 2026 to Wednesday, November 4, 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 Technology and Innovation, the position is responsible for policy and issue analysis of China and U.S.-China relations, primarily in the fields of technology and innovation.

1. Monitor, investigate, and assess developments relevant to the Technology and Innovation 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 Technology and Innovation 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 issues within the Technology and Innovation 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 of external contracted research reports.
10. Develop and sustain a professional network of China-focused professionals in the U.S. government, private sector, and academia.

Senior Policy Analyst:

1. Mentor junior team members and develop and maintain standard operating procedures for analyst workflow and work products.
2. 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 researching and writing about one or more of the following areas: market-relevant technology developments; technology policy; international competition in one or more emerging technology areas; related issues including R&D efforts, public-private partnerships, export controls, and industrial policy.
4. 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 two to three of the following areas.

a. China's emerging technology development, including major firms and organizations advancing China's capabilities in one or more of the following domains:
    i. Artificial intelligence (AI), advanced semiconductor design and fabrication, and AI deployment
    ii. Synthetic biology, including biopharmaceuticals, industrial biomanufacturing, and agricultural applications
    iii. Energy technologies, such as China's "new energy" industries, nuclear fusion and fourth generation fission reactors, and alternative chemistries for energy storage systems
    iv. Quantum information sciences, including quantum computers, quantum communications, and quantum sensors
    v. Technologies relevant to cybersecurity and the cyber domain more generally
    vi. Telecommunications, including 6G and satellite internet
    vii. Autonomy and robotics
b. China's industrial policy formulation and implementation, including prior experience interpreting policy from China's Ministry of Industry and Information Technology, Ministry of Science and Technology, and other key agencies, as well as affiliated think tanks;
c. China's science policy and research ecosystem, including the role of state key labs, universities, and R&D funding mechanisms;
d. Comparative national measures of scientific competitiveness and innovation, including bibliometrics;
e. China's export of technology products and services;
f. China's international science diplomacy, including for instance space cooperation; and
g. China's promotion of domestic technical standards abroad, its participation in international standards organizations, and its participation in multilateral normative discussions around technology development, such as cyber governance.

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 four years of relevant professional work experience with three or more years on China-related technology issues.
2. Ability to conduct research, write, and brief with limited need for supervision.
3. 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 technology policy.
2. Experience working in a U.S. government department or agency that focuses on technology policy issues related to China.
3. Experience living and/or working in China, Taiwan, or Hong Kong.

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**
   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
   h. 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 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 Director of Technology and Innovation, 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 Director of Technology and Innovation, Executive Director, and appropriate staff; and 2) a timed 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://usajobshelp.opm.gov/hc/en-us/articles/52684371945747-Benefits.