U.S.-CHINA ECONOMIC AND SECURITY REVIEW COMMISSION

VACANCY ANNOUNCEMENT

POSITION TITLE:	**Senior Operations Specialist**
VACANCY NUMBER:	**009-2026-OPS**
SALARY:	**$85,000–$100,000 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 security clearance. A previous or current active clearance is not a prerequisite for applying for or initiating employment.
OPEN & CLOSING DATES:	Wednesday, November 4, 2026 to Tuesday, December 1, 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

Every hearing, trip, and contract at the Commission runs through its small operations team. We are looking for an experienced operations professional with initiative to join that team. Reporting to the Deputy Executive Director, you will manage budget execution, lead procurement, oversee contracts, plan overseas delegations and other Commission trips, and keep operations running smoothly so Commissioners and staff can focus on the Commission's work for Congress.

Budget Execution

- Manage accounts payable, from verifying invoices and funds availability to confirming payments.
- Track obligations and spending against the budget, and prepare regular budget execution reports for the Deputy Executive Director.
- Serve as the Commission's primary liaison to its external financial services provider.
- Maintain financial records and verify monthly purchase and travel card statements.
- Manage the transit subsidy benefits program.

Procurement and Contracts

- Serve as the Commission's procurement lead and primary purchase card holder: conduct market research and prepare purchase orders, contract modifications, requests for proposals, and contracts.
- Monitor procurement spending and recommend cost-saving initiatives.
- Oversee the Commission's operations contracts, including serving as Contracting Officer's Representative for assigned contracts, and manage subscriptions and service accounts.

Travel

- Lead planning for domestic and international Commission travel, including overseas delegations and travel for hearings and guests, from cost estimates, flights, hotels, and meeting space to travel authorizations and vouchers.
- Manage the Commission's official passport program, and prepare and submit visa applications.

IT Coordination

- Serve as the first point of contact for IT needs, including troubleshooting routine issues, setting up mobile phones and other devices, and submitting and tracking support requests with the Commission's IT contractor.

Operations Leadership

- Lead special projects from planning through completion.
- Develop and maintain operations procedures, and recommend improvements.
- Serve as the point of contact for operations matters in the Deputy Executive Director's absence.

Work is generally performed in an office setting; however, duties may occasionally require trips around DC.

Incumbent must be able to lift 20 lbs.

REQUIREMENTS AND QUALIFICATIONS

1. Five or more years of operations experience.
2. Experience in financial management or procurement, such as accounts payable, budget execution, or purchasing.

3. Experience leading projects or representing your organization with external organizations.
4. Exceptional attention to detail and organization, with a record of managing competing priorities and meeting deadlines.
5. Collegial and service-oriented.
6. Strong oral and written communication skills.
7. Self-starter who takes initiative and follows through, and who can offer ideas and then carry out the final decision.
8. Proficiency with standard office software, Adobe Acrobat, and video conferencing platforms.

HIGHLY DESIRED QUALIFICATIONS:
(Not required, but may be considered in the selection process)

1. Bachelor's degree.
2. Operations experience in Congress or another government or adjacent organization.
3. Experience planning group or international travel under the Federal Travel Regulation, including visas.
4. Federal procurement experience, such as market research, contracting, government purchase cards, or serving as a Contracting Officer's Representative.
5. Experience working with a federal financial services provider.
6. Experience providing basic IT support, including device setup and working with an outside IT contractor.

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 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 description of how your experience relates to the **requirements and qualifications** listed above;
   e. Your availability to begin work in-person in Washington, DC, including specific dates if you are currently based outside of the DC area;
   f. Your salary requirements; and
   g. Name and contact information for two professional references, one of which must be a current or past supervisor.

2) **Resume**

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 and resume to assess your qualifications and experience. The Deputy Executive Director, 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 Deputy Executive Director, 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.