



U.S.-CHINA ECONOMIC AND SECURITY REVIEW COMMISSION

VACANCY ANNOUNCEMENT

POSITION TITLE: Policy Analyst, Security and Foreign Affairs

VACANCY NUMBER: 003-2017-PASFA

SALARY: \$45,000 to \$85,000 per year; commensurate with experience
(Salary level will be competitive and determined in light of education, position-related experience, and professional accomplishments.)

POSITION INFORMATION: **Administratively Determined, Full-Time, Term-Appointed Position**
(The initial term of appointment is one year and is renewable at the Commission's option. 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: Finalists may be required to complete a research and writing examination. The selectee for the position will be required to obtain and hold a Federal security clearance at the Top Secret/SCI level.

PROMOTION POTENTIAL: Yes

OPEN & CLOSING DATES: Monday, August 14, 2017 to Monday, September 11, 2017

CONTACT: E-mail: Opportunities@uscc.gov

ABOUT THE COMMISSION

The U.S.-China Economic and Security Review Commission (the Commission) was created by the United States Congress in October 2000 with the legislative mandate to monitor, investigate, and submit to Congress an annual report on the national security implications of the bilateral trade and economic relationship between the United States and the People's Republic of China, and to provide recommendations, where appropriate, to Congress for legislative and administrative action.

In accordance with its mandate, the Commission focuses its work and study on the following eleven areas: proliferation practices, economic transfers, energy and natural resources, foreign investment, military and security affairs, cyber activities, economic conditions, foreign affairs, compliance and enforcement, freedom of information, and product safety.

You can review the Commission's mandate in detail at <http://www.uscc.gov/about/uscc-charter>.

MAJOR DUTIES AND RESPONSIBILITIES

Respond to direction from and coordinate with the Supervisory Senior Policy Analyst for Security and Foreign Affairs, or other senior Commission staff as directed by the Executive Director. The work requires the ability to:

1. Monitor and assess developments in security and foreign affairs pertaining to China, Taiwan, and the Asia Pacific. This includes: China's military doctrine and strategy; military modernization of China and Taiwan (including naval, air, ground, cyber, space, and logistics elements); the balance of power in Asia; China's foreign relations; China's foreign policy and security strategies, processes, and actors; U.S. foreign and military relations with China, Taiwan, and other countries in the Asia Pacific; and other topics as assigned.
2. Write assigned portions of the Commission's Annual Report to Congress.
3. Write reports, briefing materials, and other information for Commissioners, Congressional audiences, and other audiences as required (including both internal and published products); prepare and present briefings on same.
4. Provide substantive and administrative support during the development of, preparation for, and execution of Commission events, including hearings, briefings, roundtables, conferences, and fact-finding trips.
5. Prepare communications for Commissioners, both orally and in writing, to a wide variety of audiences. Prepare Commissioners for testimony before Congress and draft testimony or other presentations to Congress for use by Commissioners.
6. Provide official responses to Congressional inquiries.
7. Develop and maintain a professional network with China analysts in the U.S. government, private sector, and academia.
8. Perform other duties as assigned by the Supervisory Senior Policy Analyst for Security and Foreign Affairs, the Executive Director, and Commissioners.

REQUIREMENTS AND QUALIFICATIONS

1. Proven and demonstrable experience and ability to present written and oral information clearly and concisely. Strong writing and editing skills are absolutely required.
2. Strong analytical and research skills, including demonstrable ability to accurately and thoroughly analyze data and make informed, critical judgments about issues.
3. Experience or expertise analyzing military, security, or foreign affairs as applicable to China and as it relates to the policies and goals of the United States, and Congress in particular.
4. Knowledge of China's security and foreign affairs, including relevant policies, practices, actors, and developments.
5. Knowledge of U.S. foreign policy in Asia; U.S. military capabilities, doctrine, and processes; and the role of Congress in foreign and security affairs.
6. Bachelor's degree or higher in a relevant field, such as Security Studies, International Relations, or Asian Studies.
7. Ability to effectively utilize sources of electronic and print information regarding China, Taiwan and the Asia Pacific.

8. Experience and ability to work effectively as a member of a team, including participation in collaborative research studies.

HIGHLY DESIRED QUALIFICATIONS:

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

1. Ability to speak and read Mandarin Chinese, to include ability to effectively utilize sources of electronic and print information regarding China and Taiwan.
2. Experience living or working in China, Taiwan, or Hong Kong.
3. Experience in a Congressional or Executive Branch office, particularly with responsibilities for issues pertaining to China, Taiwan, or the Asia Pacific.
4. Knowledge of the Chinese legal system and structure.

HOW TO APPLY

Submit a complete application package containing all of the below required documents **in one PDF file** via e-mail to Opportunities@uscc.gov. **Incomplete application packages or information not received by midnight 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
- d. Concise, point-by-point responses to all **mandatory qualifications** and **highly desired qualifications** listed above
- e. Your salary requirements and/or salary history

2) Professional Resume

- a. Chronological work history (starting with the most recent position held), education (including degrees and dates attained), applicable publications, etc.
- b. Position-related training courses (title and year)
- c. Job-related skills (e.g., computer software, program and database programs, etc.)
- d. Job-related certificates and licenses
- e. Job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.)

3) Current Writing Sample

An essay on a security or foreign affairs topic related to China; writing and editing must be your own work and should not exceed 5 pages; include citations

WHAT TO EXPECT AFTER APPLYING

After submitting your application package you will receive an e-mail confirming receipt of your application materials. Please note this e-mail confirmation is not automated and may take 2–3 days to receive. You will be contacted via e-mail if we wish to schedule an interview or require additional information. Applicants who interview may be required to take a writing test for further consideration. Applicants may inquire about the status of their application by sending an e-mail to Opportunities@uscc.gov. The selectee for the position will be required to obtain and hold a Federal security clearance at the Top Secret/SCI level.

HOW YOU WILL BE EVALUATED

The Commission will conduct internal evaluation based on applicants' qualifications, relevant experience, and writing sample. The Executive Director and appropriate staff will interview the top candidates. The Chairman and/or Vice Chairman will interview the final candidates. The final hiring decision will be made by the Executive Director.

OTHER IMPORTANT INFORMATION

The U.S.-China Economic and Security Review Commission is an EEO employer and does not discriminate on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, or age.

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.

If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law as described in 5 USC 3328. If you misrepresent your experience or education, or provide false or fraudulent information, it may be grounds for not hiring you or dismissing you after you start. Making false or fraudulent statements can be punishable by fine or imprisonment.

As federal government employees, Commission employees are eligible to participate in federal employee benefits programs, to include: health insurance (multiple carriers & multiple options); life insurance (FEGLI-multiple options); retirement (FERS or CSRS if applicable); and the Thrift Savings Program (TSP-multiple options), the federal government's tax-deferred savings program. Employees accrue and may use annual and sick leave in accord with Commission policies and procedures.

Please send any questions regarding this position or application process to: Opportunities@uscc.gov.