



## U.S.-CHINA ECONOMIC AND SECURITY REVIEW COMMISSION

### VACANCY ANNOUNCEMENT

POSITION TITLE: **POLICY ANALYST, SECURITY AND FOREIGN AFFAIRS**  
VACANCY NUMBER: **001-2015-PA-SFA**  
SALARY: **Commensurate with Experience** - Salary level will be determined based on position-related experience, professional accomplishments, and relevant education.

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

CLOSING DATE: **April 10, 2015**

CONTACT: Email: [Opportunities@uscc.gov](mailto:Opportunities@uscc.gov)

### ABOUT THE COMMISSION

The U.S.-China Economic and Security Review Commission (USCC) was created by the United States Congress in October 2000, as a nonpartisan, legislative branch Commission. The Commission's mission is to monitor, investigate, and make recommendations to Congress about matters of concern in the relationship between the United States and the People's Republic of China in the following areas: 1) weapons proliferation practices, 2) economics, 3) energy and natural resources, 4) investment and capital markets, 5) China's military, 6) China's cyber capabilities, 7) China's fiscal and monetary policy, 8) China's foreign policy, 9) China's compliance with the World Trade Organization, 10) freedom of speech and information in China, and 11) food, drug, and other product safety in China.

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

## **MAJOR DUTIES AND RESPONSIBILITIES:**

Responding to direction from the Team Lead, Executive Director, and Commissioners:

1. Monitor, investigate, and assess developments regarding China's security and foreign affairs.
2. Prepare memos and reports, often for public dissemination, on the issues noted in paragraph 1.
3. Draft assigned portions of the Commission's Annual Report to Congress.
4. Provide substantive and administrative support during the development of, preparation for, and execution of Commission events, including hearings, briefings, roundtables, and conferences.
5. Draft communications for Commissioners, both orally and in writing, to a wide variety of audiences and represent the staff at conferences and with universities and private sector groups.
6. Prepare Commissioners for testimony before Congress and draft testimony or other presentations to the Congress for use by Commissioners. Provide official responses to Congressional inquiries and legislated reporting requirements.
7. Develop and sustain a professional network with China analysts in the U.S. government, private sector, and academia.
8. Perform other duties as assigned by the Team Lead, Executive Director, and Commissioners.

## **QUALIFICATIONS**

### **MANDATORY QUALIFICATIONS:**

- 1) Proven ability to present information clearly, concisely and in a timely manner through memos, reports, briefings, consultations, and other presentations.
- 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) Professional experience reporting on and analyzing Chinese security and foreign affairs
- 4) Professional experience participating in multidisciplinary collaborative research studies or projects on Chinese security and foreign affairs.
- 5) U.S. Citizenship and the ability to obtain and hold a Federal security clearance at the Top Secret//SCI -level. When applying, include: (1) date of citizenship if naturalized; and (2) if you have or have ever had a Federal security clearance identify the level and dates held.

### **HIGHLY DESIRED QUALIFICATIONS:**

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

- a. Comprehensive knowledge, gained through professional experience, of U.S. foreign and national security policy.

- b. Extensive knowledge, gained through professional experience, of the organization, mission, and capabilities of the Department of State, Department of Defense, Intelligence Community, and Pacific Command as well as relevant federally-funded research centers, think tanks, and academic centers of excellence.
- c. Graduate degree in a relevant field, such as Asian Studies, International Relations, Political Science, Security Studies, or Asian History.
- d. Experience living and/or working in China, Taiwan, or Hong Kong.
- e. Ability to speak and read Mandarin Chinese, to include ability to effectively utilize sources of electronic and print information.

**TO APPLY:**

You must submit a complete application package via email to [Opportunities@uscc.gov](mailto:Opportunities@uscc.gov). Your application package must include:

**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, to include:**

- 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**

(Preferably an essay on a foreign policy, security, or military topic related to China; writing and editing must be your own work and should not exceed 5 pages)

**NOTE: All the information requested above must be received by midnight EST on the closing date or your application will not be considered.**

**WHAT TO EXPECT AFTER APPLYING**

After submitting your application package for this position you will receive an e-mail confirming receipt of your application materials. Applications will be reviewed as received on a rolling basis or after the closing date. You will be contacted via email if we wish to schedule an interview or require additional information.

The selectee for the position will be required to obtain and hold a Federal security clearance at the Top Secret/SCI level.

Applicants not selected for further consideration will be notified via email when the position is filled.

### **OTHER IMPORTANT INFORMATION**

**The US-China Economic & 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 USCC 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 selected for this position, before you can be formally hired you will be required to sign and certify the accuracy of the information in your application.

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.

**This employment opportunity is also posted on the Commission website at:**

<http://www.uscc.gov/about/uscc-charter>