



U.S.-CHINA ECONOMIC AND SECURITY REVIEW COMMISSION

VACANCY ANNOUNCEMENT

POSITION TITLE: **Research Intern, Economics and Trade**

VACANCY NUMBER: **003-2018-RIET**

SALARY: **\$15.00 per hour**

POSITION INFORMATION: **Administratively Determined, Full-Time, Term-Appointed Position (not to exceed six months)**
(Employees of the USCC are appointed to administratively determined positions in the "excepted service," and are not covered under the provisions of 5 United States Code that are applicable to Executive Branch employees regarding appointment, termination, competition, and pay rules and regulations.)

DUTY LOCATION: Washington, DC

WHO MAY BE CONSIDERED: Open to all qualified U.S. Citizens

OPEN & CLOSING DATES: Monday, August 27, 2018 to Friday, September 21, 2018

CONTACT: Email: Opportunities@uscc.gov

****This announcement is a readvertisement. If you previously applied, you do not need to reapply and your application remains under consideration.****

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 coordinating with the Director for Economics and Trade, or other senior Commission staff as directed by the Executive Director. The work requires the ability to:

- A. Research, monitor, analyze, and write about developments relevant to the Economics and Trade team's portfolio including, but not limited to: U.S.-China bilateral trade and investment flows; China's adherence to U.S.-China bilateral commitments, its obligations as a member of the World Trade Organization, and other multilateral agreements; the overall state of China's domestic economy, including economic rebalancing; and China's evolving policy landscape, including market access for foreign companies, protection of intellectual property rights, food and product safety, energy, and technology development.
- B. Provide support to analysts planning hearings, writing the Annual Report or other research reports, preparing testimony or other products by conducting research, drafting correspondence, writing, or fact checking.
- C. Assist in the set-up for Commission hearings (including setting up the panelists' table and operating the timer). Provide other administrative support on an as-needed basis.
- D. Attend seminars, meetings, and events on behalf of the Commission, and write memoranda to Commissioners and staff.
- E. Assist with developing and sustaining a professional network with China analysts in the U.S. government, private sector, and academia.
- F. Perform other duties as assigned by the Director for Economics and Trade, the Executive Director, and Commissioners.

REQUIREMENTS AND QUALIFICATIONS

- A. Required:
 - 1. The ability to present information clearly and concisely through memos, reports, briefings, consultations, and other presentations.
 - 2. The ability to synthesize and analyze large amounts of disparate data on emerging and/or controversial issues.
 - 3. Knowledge of international economics and the application of economic principles in U.S. bilateral and multilateral trade, financial and economic relations. Experience in researching and writing about international economics, finance and trade.
 - 4. Knowledge of the trade policies and practices of the People's Republic of China, Taiwan, and Hong Kong, and the organization and structure of the agencies of the governments of these jurisdictions and responsibilities for determining, supervising, and conducting trade policies and bilateral and multilateral trade relationships.

5. Knowledge of the trade and economic policies and goals of the United States Congress and Executive Branch, especially those pertaining to the People's Republic of China and Taiwan and, more broadly, to the Asia-Pacific.
6. Bachelor's degree or higher in a relevant field, such as Economics, Law, International Relations, or Asian Studies.

B. Desirable But Not Required:

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

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
- d) Concise, point-by-point responses to **all requirements and qualifications** listed above
- e) Name and contact information for two professional references
- f) Availability (including a tentative start date)

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) Writing Sample

- a) A sample of your writing (to include a memorandum, essay, report, or academic article) on a topic related to Chinese business, economics, international relations, and/or foreign affairs. The writing sample must be your own work and should not exceed 5 pages; include citations as appropriate.

4) Copy of Academic Transcripts

- a) Unofficial academic transcripts are acceptable. Please include the academic transcript from your current institution, or, for recent graduates, the transcript from the school last attended.

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 days to receive. You will be contacted via email if we wish to schedule an interview or require additional information. Applicants may inquire about the status of their application by sending an email to Opportunities@uscc.gov.

HOW YOU WILL BE EVALUATED

The Commission will conduct internal evaluation based on applicants' cover letter, resume, writing sample, and transcripts, to include qualifications and relevant experience. The Executive Director and appropriate staff will interview top 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 (including gender identity, pregnancy and childbirth), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, retaliation, parental status, veteran status, or other non-merit factor.

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) and SmartBenefits, the government's federal transit subsidy 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