



U.S.-CHINA ECONOMIC AND SECURITY REVIEW COMMISSION

VACANCY ANNOUNCEMENT

POSITION: **TEAM LEAD AND SENIOR POLICY ANALYST, SECURITY AND FOREIGN AFFAIRS**

VACANCY NUMBER: **001-2015-SP-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 will be required to complete a research and writing examination at the USCC office space which will not exceed 3 hours. 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: **March 23, 2015**

CONTACT: Email: 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 Executive Director and Commissioners and coordinating with internal and external stakeholders:

1. Lead and manage the unclassified and classified research and analysis of 5-8 analysts, fellows, and interns of the Commission's "Security and foreign affairs" team. The team's portfolio includes, but is not limited to, military, cyber, export control, foreign affairs, science and technology, and energy security issues involving China.
2. Work closely with the Economics Team lead to ensure the requirements for both teams are met, as necessary and/or required, on staff products, briefings, annual report sections, hearings and all other production applicable to both teams.
3. Serve as a subject matter expert and advisor on Chinese security and foreign affairs and U.S. policy responses for Commissioners, members of Congress and their staffs, and Congressional committees.
4. Initiate, develop, manage and lead the drafting of memos and reports, often for public dissemination, on the issues noted in paragraph 1.
5. Manage and lead the drafting of assigned portions of the Commission's Annual Report to Congress.
6. Manage and lead the substantive and administrative support for Commission events—including hearings, briefings, roundtables, and conferences—on the issues noted in paragraph 1.
7. Ensure the Team's analytic products are: accurate, timely, predictive, and cogent; satisfy the requirements of Commissioners and Congress; fully coordinated both within and outside the U.S. Government; reflect the Commission's positions; relevant to Congressional policy making; and meet professional and tradecraft standards.
8. Advise the Executive Director on the direction and allocation of the Team's human, information, and financial resources.
9. Perform the full breadth of supervisory duties to include: assigning and prioritizing assignments; monitoring and evaluating employee performance; recruiting, developing, and retaining a diverse, high-quality workforce; and recommending corrective or disciplinary actions as appropriate.
10. Draft communications for Commissioners to a wide variety of audiences and represent the staff at conferences and with universities and private sector groups.
11. 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.
12. Mentor and guide junior personnel in developing their research, analytic tradecraft, writing, and briefing skills. Provide tailored coaching to improve their performance and analytic skills.
13. Develop and sustain a professional network with China analysts in the U.S. government, private sector, and academia.

14. Perform other duties as assigned by the Executive Director and Commissioners.

QUALIFICATIONS

MANDATORY QUALIFICATIONS:

1. Proven ability to present information clearly and concisely 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. Recognized expert on Chinese security and foreign affairs. Extensive record of publication on these issues, either at the unclassified or classified level.
4. At least five years of professional experience reporting on and analyzing Chinese security and foreign affairs, preferably in Executive or Legislative Branch.
5. Comprehensive knowledge, gained through professional experience, of U.S. foreign and national security policy and U.S. military systems and capabilities.
6. Extensive knowledge, gained through professional experience, of the organization, mission, and capabilities of the State Department, Department of Defense, Intelligence Community, and Pacific Command as well as relevant federally-funded research centers, think tanks, and academic centers of excellence.
7. Experience leading multidisciplinary collaborative research studies or projects on China's military.
8. 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. Experience working on the Commission.
- b. Graduate degree in a relevant field, such as Asian Studies, International Relations, Political Science, Security Studies, or Asian History.
- c. Experience living and/or working in China, Taiwan, or Hong Kong.
- d. 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. 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 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/job-opportunities>