



U.S.-CHINA ECONOMIC AND SECURITY REVIEW COMMISSION

VACANCY ANNOUNCEMENT

POSITION TITLE: Congressional Fellow

VACANCY NUMBER: 001-2019-CF

SALARY: \$46,000 to \$56,000 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: Applicants must be eligible for a security clearance. Upon appointment, the selectee will be required to undergo a background investigation, and during the employment period may also be required to obtain and hold a Federal security clearance up to the Top Secret/SCI level. An active clearance is not a prerequisite for applying for or initiating employment.

PROMOTION POTENTIAL: Yes

OPEN & CLOSING DATES: December 20, 2018 to January 29, 2019

CONTACT: Email: 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

Under the direction of the Director of Congressional Affairs and Communications, the position will include duties split roughly 50/50 between Congressional Affairs and Research and Analysis. Responsibilities include executing congressional outreach, development of outreach strategies, research and analysis of developments in the U.S.-China relationship, and research and analysis of legislation (both pending and enacted) relevant to the Commission's mandate. The work requires the ability to:

1. Congressional Outreach

- Support the Congressional Liaison in general outreach, ongoing efforts to engage key Member and committee staff, and disseminate Commission research to Congress.
- Identify and work with the congressional staff of Members of Congress to provide Commission content and serve as a resource for them.
- Support the development and implementation of strategies to engage Congressional staff and Members of committees key to the Commission's research. These include, but are not limited to:
 - House and Senate Armed Services Committees; House Foreign Affairs Committee; Senate Foreign Relations Committee; Senate Committee on Banking, Housing, and Urban Affairs; and House Ways and Means Committee.
- Attend congressional hearings, briefings, and staff working groups; prepare memos on the substance of these events; identify potential engagement opportunities.
- Perform other duties as assigned.

2. Legislation Analysis

- Track developing and pending legislation related to the Commission's mandate; identify opportunities to offer and provide Commission support or research content relevant to the legislation's sponsors and cosponsors.
- Support the development of relevant Commission research products by providing analysis on past or current legislation, interest of Members of Congress, and opportunities for engagement.
- Conduct research on how to make Commission recommendations more "action ready" for the Committees of jurisdiction.
- Perform other duties as assigned.

3. Research and Analysis

- As directed, research, monitor, analyze, and write about developments in the U.S.-China relationship.

- Support the Director for Economics and Trade and the Director for Security and Foreign Affairs on research products prepared by their teams.
- Support other substantive research to support Commission work in selected areas of interest and expertise (existing or developing) and serve as the Commission’s subject matter expert in those areas.
- Serve as a contributing author or co-author for staff analysis papers.
- Work with a designated staff lead to support Co-Chairs, senior staff, and team members to organize and execute Commission hearings.
- Perform other duties as assigned.

REQUIREMENTS AND QUALIFICATIONS

1. A minimum of 1 year experience working as a Congressional staff member in a position of substantial responsibility related to the Commission (National Security, Asian and Pacific Affairs, U.S. – China Relations, International Affairs and Institutions).
2. Experience drafting, coordinating, or analyzing legislation.
3. Expert knowledge of Congress, its structure, and operations.
4. Prior research experience.
5. Knowledge of the People’s Republic of China, Chinese strategic culture, and the major features of the U.S.-China relationship.
6. Strong written and verbal communication skills, to include the ability to draft and edit reports, memoranda, and other official documents.
7. Ability to multi-task and work in a fast-moving environment, setting and meeting deadlines, and adapting to new priorities.
8. Ability to work independently and as part of a team with a strong attention to detail, excellent organization skills, and collegial demeanor.
9. Bachelor’s degree or higher.

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. Note: Emails with attachments over 5 MB will not be received.**

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. Your salary requirements and/or salary history
- f. Name and contact information for two professional references

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

The writing sample can be on any topic; writing and editing must be your own work and should not exceed 5 pages.

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, and writing sample, to include qualifications and relevant experience. The Director of Congressional Affairs and Communications, Executive Director, and appropriate staff will interview the top candidates. The Chairman and/or Vice Chairman may interview the final candidates. The final hiring decision will be made by the Executive Director.

Interviews will consist of two parts: 1) in-person interviews with the Director of Congressional Affairs and Communications, Executive Director, and appropriate staff; and 2) a writing test.

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.