



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

### VACANCY ANNOUNCEMENT

POSITION TITLE: **Policy Analyst, Economics and Trade**

VACANCY NUMBER: **003-2019-PAET**

SALARY: **\$46,000 to \$88,000 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.

OPEN & CLOSING DATES: January 28, 2019 to February 18, 2019

CONTACT: Email: [Opportunities@uscc.gov](mailto: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 for Economics and Trade, and the Executive Director of the U.S.-China Economic and Security Review Commission (USCC), the position is responsible for policy and issue analysis primarily in the fields of economic and trade issues.

1. Monitor, investigate, and assess developments relevant to the Economics and Trade Team's portfolio including, but not limited to, the topics identified in Section III, below.
2. Draft detailed written and oral analyses and assessments of issues within the Economics and Trade Team's portfolio.
3. Work with designated hearing co-chairs, senior staff, and team members to plan and organize Commission hearings.
4. Serve as a subject matter expert and advisor on Chinese economics and trade and U.S. policy responses for Commissioners, Members of Congress and their staffs, and Congressional committees.
5. Draft assigned portions of the Commission's Annual Report
6. Draft Congressional testimony, talking points, editorials, and other communications for Commissioners to a wide variety of audiences and represent the staff at conferences and with government, academia, and private sector groups. 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.

## **REQUIREMENTS AND QUALIFICATIONS**

1. Strong and demonstrated ability to present information clearly and concisely through both written and oral reports.
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. Experience researching and writing about international economics, finance, and trade.
3. Demonstrated knowledge of China's domestic economy; China's foreign economic policies and practices, including key drivers and actors; 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.
4. Demonstrated knowledge of U.S.-China bilateral trade and investment flows, and their impact on U.S. national security, industries, and workers; and China's adherence to U.S.-China bilateral commitments, its obligations as a member of the World Trade Organization, and other multilateral agreements.
5. Demonstrated knowledge of U.S. trade laws, regulations, procedures and goals, especially those pertaining to the People's Republic of China and Taiwan and, more broadly, to the Indo-Pacific Region;
6. Demonstrated knowledge of the overall principles and complexion of international trade, financial, and economic relations, and the ability to apply these principles to analysis of the U.S.-China relationship.

7. Bachelor's degree or higher.

**HIGHLY DESIRED QUALIFICATIONS:**

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

1. Graduate degree in a relevant field, such as Asian Studies, International Relations, Economics, International Economic Relations, or Asian History.
2. Experience in a Congressional or Executive Branch office, particularly with responsibilities for issues pertaining to China, Taiwan, or the Asia-Pacific Region.
3. Knowledge of the Chinese legal system and structure.
4. Experience living and/or working in China, Taiwan, or Hong Kong.
5. 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](mailto: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 how you heard about 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
- 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**

Preferably an essay on an economics or trade topic related to China; 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 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 email to [Opportunities@uscc.gov](mailto:Opportunities@uscc.gov).

### **HOW YOU WILL BE EVALUATED**

The Commission will conduct an internal evaluation based on applicants' cover letter, resume, and writing sample, to include qualifications and relevant experience. The Director for Economics and Trade, 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 for Economics and Trade, Executive Director, and appropriate staff; and 2) an in-person 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](mailto:Opportunities@uscc.gov).