



U.S.-CHINA ECONOMIC AND SECURITY REVIEW COMMISSION

VACANCY ANNOUNCEMENT

POSITION TITLE: Policy Analyst, Security and Foreign Affairs

VACANCY NUMBER: 002-2019-PASFA

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: December 20, 2018 to January 15, 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 for Security and Foreign Affairs 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 security and foreign affairs.

1. Monitor, investigate, and assess developments relevant to the Security and Foreign Affairs Team's portfolio including, but not limited to, the topics identified in "requirements and qualifications" below.
2. Draft detailed written and oral analyses and assessments of issues within the Security and Foreign Affairs 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 security and foreign affairs issues 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.
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.
3. Demonstrated knowledge of China's foreign relations, particularly in the Indo-Pacific and with the United States, including an understanding of the drivers, actors, and conduct of China's foreign policy.
4. Demonstrated knowledge of Chinese security issues, including China's military strategy, how China uses its military to advance its national interests, the capabilities of the People's Liberation Army, and domestic security concerns.
5. Demonstrated knowledge of U.S. foreign policy related to China and the Indo-Pacific (including U.S. alliances and other partnerships in the region) and U.S. military strategy, capabilities, and activities in the Indo-Pacific.
6. 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, Political Science, Security Studies, or Asian History.
2. Experience living and/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.

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 **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

An essay analyzing a security or foreign affairs topic related to China; writing and editing must be your own work and should not exceed 5 pages; include citations.

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.

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 Security and Foreign Affairs, 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 Security and Foreign Affairs, 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.