



U.S.-CHINA ECONOMIC AND SECURITY REVIEW COMMISSION

VACANCY ANNOUNCEMENT

POSITION TITLE: RESEARCH ASSISTANT, SECURITY AND FOREIGN AFFAIRS

VACANCY NUMBER: 002-2020-RASFA

SALARY: **\$35,000 to \$45,000 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 (initial term of six months, with the option to extend for an additional six month term at the mutual agreement of the Commission and employee)**
(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

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 29, 2020 to February 21, 2020

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 Commission's Director for Security and Foreign Affairs and Executive Director, the position is responsible for policy and issue analysis primarily in the fields of security and foreign affairs. This position requires the ability to:

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. Provide support to Commission staff planning hearings, writing the Annual Report or other research reports, preparing testimony or other products by conducting research, drafting correspondence, writing, or fact checking.
4. Work with designated hearing co-chairs, senior staff, and team members to plan, organize, and provide administrative support to Commission hearings.
5. Serve as a subject matter expert on assigned issue areas within the team's portfolio for Commissioners, Member staffs, and Congressional committee staffs.
6. Research and draft assigned portions of the Commission's Annual Report.
7. Attend seminars, meetings, and events on behalf of the Commission, and write memoranda to Commissioners and staff.
8. Assist with developing and sustaining a professional network of China analysts in the U.S. government, private sector, and academia.
9. Perform other duties as assigned.

REQUIREMENTS AND QUALIFICATIONS

1. Strong and demonstrated ability to present information clearly and concisely through memos, reports, briefings, 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. Knowledge of Chinese security issues, including China's military strategy, the capabilities of the People's Liberation Army, and domestic security concerns.

4. Knowledge of China's foreign relations, including an understanding of the drivers, actors, and conduct of China's foreign policy.
5. 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 in a relevant field, such as Asian Studies, Security Studies, International Relations, or Political Science.

HIGHLY DESIRED QUALIFICATIONS:

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

1. Experience in a Congressional or Executive Branch office, particularly with responsibilities for issues pertaining to China, Taiwan, or the Indo-Pacific Region.
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 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) Current Writing Sample

- a. A sample of your writing related to a Chinese security or foreign affairs issue; writing and editing 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 an internal evaluation based on applicants' cover letter and resume, to include qualifications and relevant experience. The Director for Security and Foreign Affairs 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, with concurrence from the Chairman and Vice Chairman.

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) 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 (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.