



U.S.-CHINA ECONOMIC AND SECURITY REVIEW COMMISSION

VACANCY ANNOUNCEMENT

POSITION TITLE: Policy Analyst, Economics and Trade

VACANCY NUMBER: 004-2018-PAET

SALARY: \$45,972 to \$88,450 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**
(Employees of the Commission are appointed to administratively determined positions in the “excepted service,” are employed on a term basis with a term that typically does not exceed one year (but that is renewable at the option of the Commission), 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. By statute, this appointment is at-will, and the selectee will serve at the pleasure of the Commission.)

DUTY LOCATION: Washington, DC

WHO MAY BE CONSIDERED: Open to all qualified U.S. Citizens

SPECIAL REQUIREMENTS: Finalists may be required to complete a research and writing examination. The selectee for the position will be required to obtain and hold a Federal security clearance at the Top Secret/SCI level.

OPEN & CLOSING DATES: June 12, 2018 to July 6, 2018

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

Respond to direction from and coordinating with the Director for Economics and Trade, or other senior Commission staff as directed by the Executive Director. The work requires the ability to:

1. Monitor and assess developments in economics and trade pertaining to China, Taiwan, and the Asia-Pacific Region. This includes: the trade balance between China and the United States; how the health of the U.S. economy and its component industries and workforce are affected by U.S. trade with China and other Chinese activities; China's adherence to its obligations as a member of the World Trade Organization, U.S.-China bilateral trade agreements, and multilateral trade agreements to which the U.S. is a party; China's economic strength and capability and the effects of its economic activities on the U.S. economy; the trends in China's economic and trade activities; China's enforcement of intellectual property rights; China's use of prison labor and its adherence to related U.S.-China bilateral agreements; the effects of U.S. export controls on U.S.-China trade; and other topics as assigned.
2. Write assigned portions of the Commission's Annual Report to Congress.
3. Prepare reports, position papers, briefing materials, and other information for Commissioners, the Executive Director, and other Commission staff; prepare and present briefings on same.
4. Provide substantive and administrative support during the development of, preparation for, and execution of Commission events, including hearings, briefings, roundtables, and conferences.
5. Prepare communications for Commissioners, both orally and in writing, to a wide variety of audiences. Prepare Commissioners for testimony before Congress and draft testimony or other presentation to Congress for use by Commissioners.
6. Provide official responses to Congressional inquiries and legislated supporting requirements.
7. Develop and maintain a professional network of government and private sector professionals and analysts in the fields of trade, economics, and national security related to the Asia-Pacific and relevant to China, Taiwan, and U.S.-China relations.
8. Perform other duties as assigned by the Director for Economics and Trade, the Executive Director, and Commissioners.

REQUIREMENTS AND QUALIFICATIONS

1. Proven and demonstrable experience and ability to present written and oral information clearly and concisely. Strong writing and editing skills are absolutely required.
2. Strong analytical and research skills, including demonstrable ability to accurately and thoroughly analyze data and make informed, critical judgments about issues.
3. Experience or expertise in economics, trade, and related areas of law as applicable to China, as well the economic and trade policies and goals of the United States, particularly regarding China, Taiwan, and the Asia-Pacific region.
4. Experience and ability to work effectively as a member of a team, including participation in collaborative research studies.
5. Knowledge of China's trade policies and practices, and the organization and structure of the agencies of the governments of these jurisdictions with responsibilities for determining, supervising, and conducting trade policies and bilateral and multilateral trade relationships.

6. Knowledge of U.S. trade laws, regulations, and procedures; the World Trade Organization and its regulations and procedures; other multilateral economic organizations; and the missions, and activities of U.S. government agencies with responsibilities for conducting or supervising bilateral and multilateral trade and economic relations for the United States.
7. Bachelor's degree or higher in a relevant field, such as Economics, Law, International Relations, or Asian Studies.
8. Ability to effectively utilize sources of electronic and print information regarding China, Taiwan and the Asia-Pacific region.

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 Asia-Pacific Region
2. Knowledge of the Chinese legal system and structure.
3. Experience living or working in China, Taiwan, or Hong Kong.
4. 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. **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

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. The selectee for the position will be required to obtain and hold a Federal security clearance at the Top Secret/SCI level.

HOW YOU WILL BE EVALUATED

The Commission will conduct internal evaluation based on applicants' qualifications, relevant experience, and writing sample. The Executive Director and appropriate staff will interview the top candidates. The Chairman and/or Vice Chairman will interview the final candidates. The final hiring decision will be made by the Executive Director.

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.