



## VACANCY ANNOUNCEMENT

**POSITION:** **CONGRESSIONAL LIAISON AND COMMUNICATIONS DIRECTOR**  
**VACANCY NUMBER:** 001-2015-TL-CPAL  
**SALARY:** \$ 70,000 to \$92,000 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:** Opened to all qualified U.S. citizens

**DATE AVAILABLE** **POSITION IS CURRENTLY OPEN: IMMEDIATE**  
**CLOSING DATE:** June 19, 2015  
**CONTACT:** Email: [Opportunities@uscc.gov](mailto:Opportunities@uscc.gov)

**ABOUT THE COMMISSION** The U.S.-China Economic and Security Review Commission (USCC) was created by the United States Congress in October 2000, as a nonpartisan, legislative branch commission. The Commission's mission is to monitor, investigate, and make recommendations to Congress about matters of concern in the relationship between the United States and the People's Republic of China in the following areas: 1) weapons proliferation practices, 2) economics, 3) energy and natural resources, 4) investment and capital markets, 5) China's military, 6) China's cyber capabilities, 7) China's fiscal and monetary policy, 8) China's foreign policy, 9) China's compliance with the World Trade Organization, 10) freedom of speech and information in China, and 11) food, drug, and other product safety in China.

**MAJOR DUTIES AND RESPONSIBILITIES** Participates as the principal point of contact for communication between the U.S.-China Commission and Members of Congress and their staff. The position is responsible for working with the Commission's administrative staff to arrange for delivery of written communications to Members of Congress and their staff, for maintaining an awareness of the interests of Members of Congress and their staff in matters within the statutory mandate of the Commission, for identifying and tracking action on legislation addressing or affecting matters within the statutory mandate of the Commission, for receiving and relaying to the appropriate USCC staff member for follow-up inquiries and requests for assistance or information from Members of Congress and their staff, for making arrangements to reserve Congressional hearing rooms for Commission hearings, and for making appointments for Commission members and staff to meet with Members of Congress or their staff to brief them on issues associated with the work of the Commission. Provides advice and analyses to Commissioners; compiles and distills information presented to the Commission and developed by Commissioners into written language for reports, letters, and other materials to be issued by the Commission; and conducts extensive and detailed assessments of issues in the position's purview, and prepares reports, position papers, and other information for Commissioners.

## **KEY REQUIREMENTS:**

- Expert knowledge of the Congress, its structure and operations.
- Experience working as a Congressional staff member in a position of substantial responsibility.
- Knowledge of the People's Republic of China, the Chinese culture, and the major features of the U.S.-China relationship.
- Work as a member of the staff of the U.S. Senate and/or House of Representatives with responsibilities for issues pertaining to China and/or Taiwan, or the Asia-Pacific Region.
- Work with the Executive Branch of the U.S. Government, particularly with responsibilities of issues pertaining to China and/or Taiwan, or the Asia-Pacific Region.
- Graduate degrees (including a Juris Doctor or comparable law degrees) or course work especially if focused on (a) Chinese culture, history, language, etc. or broader Asian culture, history, language, etc.; and/or political science.
- Demonstrated ability to present information clearly orally and in writing.
- Incumbent must complete an application for and be able to pass a National Agency check/Intelligence Dossier (NAC-1) background check at Secret level.

You can review the Commission's mandate in detail at <http://www.uscc.gov/about/uscc-charter> .

## **HOW TO APPLY:**

You must submit a complete application package via email to [Opportunities@uscc.gov](mailto:Opportunities@uscc.gov). Your application package must include:

### **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 **Key Requirements**
- e. Your salary requirements and/or salary history

### **2) Professional resume, to include:**

- 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.

**NOTE: All the information requested above must be received by midnight EST on the closing date or your application will not be considered.**

## **WHAT TO EXPECT NEXT:**

After submitting your application package for this position you will receive an e-mail confirming receipt of your application materials. Applications will be reviewed as received on a rolling basis or after the closing date. You will be contacted via email if we wish to schedule an interview or require additional information.

## **OTHER IMPORTANT INFORMATION**

**The US-China Economic & 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 USCC 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 selected for this position, before you can be formally hired you will be required to sign and certify the accuracy of the information in your application.

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.