U.S.-CHINA ECONOMIC AND SECURITY REVIEW COMMISSION

VACANCY ANNOUNCEMENT

POSITION TITLE:	**POLICY ANALYST, ECONOMIC AND TRADE ISSUES**
VACANCY NUMBER:	**001-2014-PAEC**
SALARY:	**Commensurate with Experience** - Salary level will be determined based on position-related experience, professional accomplishments, and relevant education.
POSITION INFORMATION:	A**dministratively Determined, Full-Time, Term-Appointed Position** (The initial term of appointment is one year and is renewable annually. 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 20001
WHO MAY BE CONSIDERED:	Open to all qualified U.S. Citizens
SPECIAL REQUIREMENTS:	Finalists may be required to sit for a writing examination administered at the USCC offices in Washington, DC. The selectee for the position will be required to obtain and hold a Federal security clearance at the Secret level.
PROMOTION POTENTIAL:	Yes
CLOSING DATE:	**November 15, 2013**
CONTACT:	Email: Opportunities@uscc.gov
SPECIAL NOTE:	The application process is currently not impacted by the government.

ABOUT THE COMMISSION: The Commission's mission is to monitor, investigate, and make recommendations to Congress concerning the relationship between the United States and the People's Republic of China in the following areas: 1) International trade and investment 2) economics, 3) energy, 4) capital markets, 5) regional economic and security relationships, 6) U.S.-China bilateral programs, 7) China's World Trade Organization (WTO) compliance, and 8) freedom of expression – the implications of restrictions on speech and access to information in the People's Republic of China.

JOB SUMMARY:

MAJOR DUTIES AND RESPONSIBILITIES:

Responding to direction from and coordinating with the Senior Policy Analyst for Economic and Trade Issues, or other senior USCC staff as directed by the Executive Director—

A. Writes – drafts, edits, and finalizes – the relevant economic and trade sections of the Annual Report under the direction of the Executive Director, other senior USCC staff, and the Chairman.

B. Drafts, edits, and finalizes relevant analytical and topical information for the Commission to send to members of Congress and their staff. Analyzes issues in the areas outlined in point 'C' (below), and prepares reports, position papers, and other information for Commissioners and prepares and presents briefings to Members of Congress and their staffs.

C. Monitors and assesses developments in economics and trade pertaining to China, Taiwan, and the Eastern 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.

D. Identifies experts and authorities in relevant issue areas and recommends them to Commissioners as potential participants in USCC public hearings, issue roundtables, and both classified and unclassified briefings.

E. Working with the Chairman, Commissioners, and other USCC staff, leads or supports the planning of hearings and interviews of potential hearing witnesses. Prepares briefing materials for Commissioners attending the public hearings.

F. Establishes and maintains relationships with officials in federal agencies, as well as private sector experts on matters outlined in point 'C'.

G. Performs other duties as assigned by the Senior Policy Analyst for Economic and Trade Issues and executive director, including occasional speech-writing and background briefings of the press.

KEY Qualifications/Requirements:

1) Proven and demonstrable ability to present information clearly and concisely, both written and oral. Strong writing and editing skills are absolutely required.

2) Strong analytical and research skills, including ability to accurately and thoroughly analyze information and make informed, critical judgments about public policy issues.

3) Experience or expertise in international economics and finance, 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, and the Asia-Pacific region.

4) Experience and ability to work effectively as a member of a team.

5) Ability to effectively locate and utilize sources of electronic and print information regarding China, and international finance and economics.

6) U.S. Citizenship and ability to obtain and hold a Federal security clearance at the Secret level. When applying include: (1) date of citizenship, if naturalized; and (2) whether you have ever received a Federal security clearance. If so, please identify the level and dates held.

Desirable Qualifications: [Not required, but may be considered in the selection process.]:

a. Experience in a Congressional or Executive Branch office, particularly with responsibilities for issues pertaining to China and/or Taiwan, or the Asia-Pacific Region

b. Knowledge of the application of economic principles in U.S. bilateral and multilateral trade, financial, and economic relationships.

c. 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.

d. Knowledge of the trade policies and practices of the People's Republic of China, 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. Knowledge of the Chinese legal system and structure.

e. Notable experience as a journalist and/or published author, writing about economics, finance, and/or international affairs especially regarding US-China issues.

f. Graduate degrees (including finance, economics, or law) or course work, especially if focused on (a) Chinese business, economy, culture, history, language, etc., or broader Asian economics, culture, history, language, etc.; and/or (b) international relations or security studies; or related experience in these areas.

g. Knowledge of the Chinese culture, government, society, and recent history.

h. Experience living or working in the People's Republic of China, Taiwan, or Hong Kong.

i. Ability to speak Mandarin Chinese and/or read Chinese.

TO APPLY:

You must submit a complete application package via email to Opportunities@uscc.gov . Your application package must include:

1) **Cover letter, to include:**
   I. Position Title
   II. Vacancy Number
   III. Brief Statement Outlining Your Interest in the USCC and this Position
   IV. Concise, Point-By-Point Responses to ALL **KEY Qualifications/Requirements** (1 through 6) *and* **Desirable Qualifications** (a through i) listed above
   V. Your Salary Requirements and/or Salary History

2) **Professional Resume**
   (chronological work history [starting with the most recent position held], education [including degrees and dates attained], applicable publications, etc.)

3) **Current Writing Sample**
   (preferably an essay on history, culture, politics, or economics – ***writing and editing must be your own work.*** Pick a writing sample that shows your ability to adopt a point of view and defend it with clear and concise language or a sample that demonstrates your ability to explain a complex subject without relying on jargon.)

NOTE: All the information requested above must be received by midnight EST on the closing date.

WHAT TO EXPECT AFTER APPLYING:

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

Finalist may be required to sit for a writing examination administered at the USCC offices in Washington, DC.

The selectee for the position will be required to obtain and hold a Federal security clearance at the Secret level. This process will not delay hiring.

Applicants not selected for further consideration will be notified via email when the position is filled.

OTHER IMPORTANT INFORMATION:

The US-China Economic & Security Review Commission is an equal opportunity 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, 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.

Commission employees are eligible to participate in federal employee benefits programs, to include: health, dental, and vision care insurance (multiple carriers & multiple options); life insurance (FEGLI-multiple options); retirement (FERS or CSRS if applicable); and the Thrift Savings Program (TSP-multiple options), and in the federal government's tax-deferred savings program. Employees accrue and may use annual and sick leave in accord with Commission policies and procedures.

This employment opportunity is also posted on the Commission website at:
http://www.uscc.gov/jobopportunities.php