U.S.-CHINA ECONOMIC AND SECURITY REVIEW COMMISSION

VACANCY ANNOUNCEMENT

POSITION TITLE:	**POLICY ANALYST, MILITARY, CYBER, SECURITY, FOREIGN AFFAIRS & ENERGY ISSUES**
VACANCY NUMBER:	**002-2013-PAMS**
SALARY:	**$42,000 to $96,000 -** Salary level will be determined based on position-related experience, professional accomplishments, and relevant education.
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:	Finalists may be required to complete a research and writing examination administered by the USCC. (NTE 3 hours) The selectee for the position will be required to obtain and hold a Federal security clearance at the Top Secret/SCI level.
PROMOTION POTENTIAL:	Yes
CLOSING DATE:	**February 11, 2013 (or until filled)**
CONTACT:	Email: Opportunities@uscc.gov

ABOUT THE 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, 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. In summary, the Commission is responsible for assessing the national security implications of the U.S. – China bilateral economic and trade relationship.

JOB SUMMARY:

MAJOR DUTIES AND RESPONSIBILITIES:

Responding to direction from and coordinating with senior staff—

1. On an ongoing basis, monitors, investigates, and assesses developments regarding China's: military, cyber, security, foreign affairs, and energy policies; and other issues as assigned/required.

2. Conducts extensive and detailed analysis of issues in the purview or affecting the responsibilities of the USCC in the areas noted in paragraph 1, and prepares reports, position papers, and recommendations on these issues for Commissioners and senior staff.

3. Drafts, edits, and finalizes the assigned portions of the Commission's Annual Report to Congress.

4. Works with designated hearing co-chairs, senior staff, and team members to plan and organize USCC hearings.

5. Establish and maintain liaison with officials in federal agencies who have responsibilities in the purview of the USCC's mandate, or affecting the USCC's areas of responsibility; particularly military, security, foreign affairs, or energy related.

6. Performs other duties as assigned by senior staff, the Executive Director, and Commissioners.

KEY Qualifications/Requirements:

1) Proven and demonstrable experience and ability to present information clearly and concisely – written and oral. ***– 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) Knowledge or expertise in China's: military, cyber, security, foreign affairs, and energy policies/issues; global and regional activities and relationships; and how these affect U.S. interests.

4) Ability to speak and read Mandarin Chinese at a business level, to include ability to effectively utilize sources of electronic and print information regarding China and Taiwan.

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

6) U.S. Citizenship and ability to obtain and hold a Federal security clearance at the Top Secret/SCI -level. – When applying, include: (1) date of citizenship if naturalized; and (2) if you have or have ever had a Federal security clearance identify the level and dates held.

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

a. Experience living and/or working in the People's Republic of China, Taiwan, or Hong Kong. Also desirable: Experience living and/or working elsewhere in the Asia-Pacific Region.

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

c. Graduate degree in a relevant field, such as International Relations, Foreign Policy/Affairs, Security Studies, Information Security, Asian Studies, Asian History, etc.; or graduate-level course work related to these areas.

d. Relevant experience in, or working with, the United States military.

TO APPLY:

You must submit a complete application package via email to Opportunities@uscc.gov . Please submit all forms in PDF format. 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 d) 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 foreign policy, politics, security, or history of China or East Asia– ***writing and editing must be your own work***)

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 AFTER APPLYING:

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.

Finalist may be required to sit for a research and writing examination administered at the USCC offices in Washington, DC. The examination may take up to 3 hours.

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

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 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.

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