



## U.S.-CHINA ECONOMIC AND SECURITY REVIEW COMMISSION

### VACANCY ANNOUNCEMENT

POSITION TITLE: **DIRECTOR, CONGRESSIONAL AFFAIRS & COMMUNICATIONS**

VACANCY NUMBER: 001-2020-DCAC

SALARY: **\$58,800 to \$95,500 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**  
(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

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 21, 2020 to February 28, 2020

CONTACT: Email: [Opportunities@uscc.gov](mailto: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 Executive Director, the Director of Congressional Affairs and Communications will work as the principal point of contact for communication between the Commission and Members of Congress and their staff, and the media. The work requires the ability to:

1. Engage with Members of Congress and their staff to assess interests in order to provide: (1) briefings by Commissioners; (2) Commission work products including the Annual Report; and (3) support Congressional policy, awareness, and engagement on matters related to the People's Republic of China and the statutory mandate of the Commission.
2. Manage all communications with the media including: (1) speaking with reporters; (2) preparing Commissioners for interviews; (3) drafting press releases; and (4) collaborating with Commission staff on editorials and speeches for Commissioners.
3. Manage administrative Hill related work including arrangements of Congressional hearing rooms for Commission hearings, scheduling member meetings and managing the yearly presentation of the Commission's Annual Report to media and Members of Congress.
4. Identify, track and maintain a weekly summary of legislative actions regarding matters within the statutory mandate of the Commission.
5. Prepare background memos and info-briefs on mandated issues to support Commissioner and staff engagement with Congress and the public.
6. Prepare background material and engage with Congressional offices to explain Commission processes, budget, and impact.
7. May be assigned part time or full time supervisory responsibility over an employee or fellow, or over the work of other Commission employees in support of the Commission communications and congressional requirements.

### **REQUIREMENTS AND QUALIFICATIONS**

1. Experience and ability to work effectively as a member of a team.
2. At least two years of experience which has developed knowledge of Congress, its structure, and operations.
3. Experience working as a Congressional staff member in a position of substantial responsibility. (Experience working on issues pertaining to China or the Asia-Pacific Region is preferred.)
4. Proven and demonstrable experience and ability to present written and oral information clearly and concisely. Strong writing and editing skills are required.
5. Knowledge of the People's Republic of China, Chinese culture, and the major features of the U.S.-China relationship.

### **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](mailto: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 **qualifications** listed above
- e. Your salary requirements and/or salary history
- f. Three professional references

**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.

**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](mailto:Opportunities@uscc.gov).

**HOW YOU WILL BE EVALUATED**

The Commission will conduct an internal evaluation based on applicants' cover letter, resume, and writing sample, to include qualifications and relevant experience. The Executive Director 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.

Initial interviews will consist of two parts: 1) in-person interviews with the Executive Director and appropriate staff; and 2) an in-person 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, 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](mailto:Opportunities@uscc.gov). **This employment opportunity is also posted on the Commission website at: <http://www.uscc.gov/about/job-opportunities>.**