



# CONGRESSIONAL-EXECUTIVE COMMISSION ON CHINA

## VACANCY ANNOUNCEMENT

POSITION TITLE:	Publications Manager
SALARY:	\$100,000-\$120,000 per year, based on experience
POSITION INFORMATION:	<b>Administratively Determined, Full-Time, Permanent Position.</b>
DUTY LOCATION:	Washington, DC
WHO MAY BE CONSIDERED:	Open to all qualified U.S. Citizens
SPECIAL REQUIREMENTS:	All candidates must be available to work in-person in Washington, DC.
OPEN & CLOSING DATES:	Wednesday, May 15, 2024 to Wednesday, June 5, 2024. Applications may be reviewed and considered as received.
CONTACT:	Email: <a href="mailto:CECC.resumes@mail.house.gov">CECC.resumes@mail.house.gov</a>

### ABOUT THE COMMISSION:

The Congressional-Executive Commission on China was created by Congress in October 2000 with the [legislative mandate](#) to monitor human rights and the development of the rule of law in China, and to submit an [annual report](#) to the President and the Congress. The Commission consists of nine Senators, nine Members of the House of Representatives, and five senior Administration officials appointed by the President.

### MAJOR DUTIES AND RESPONSIBILITIES

The work requires the ability to:

1. Manage the Congressional-Executive Commission on China's annual report to the U.S. Congress on human rights and rule of law developments in China (per H.R.4444 section 302 / P.L. 106-286).

2. Work with research staff and staff directors to manage the writing, editing and approval process to ensure that the Commission's annual report adheres to the Commission's factual requirements, style guide, and legislative mandate.
3. Work with research staff and staff directors to manage the writing, editing and approval process to ensure that other publications and stand-alone reports, including a report that tracks the transnational repression activities of the People's Republic of China and Chinese Communist party abroad, are published throughout the reporting year.
4. Work with research staff and staff directors to create annual report production calendars, guidance documents, and internal style guide.
5. Train new research staff on annual report review processes and requirements.
6. Track and/or delegate the tracking of the writing, management, and editorial contributions of at least a dozen drafters and editors.

### **REQUIREMENTS AND QUALIFICATIONS**

1. An established record of policy-relevant professional experience monitoring, assessing, reporting, and advising on Chinese human rights issues, preferably in the Legislative or Executive Branch of the U.S. government.
2. Self-starter with strong analytical skills and attention to detail, ability to make well-reasoned strategic decisions, strong relationship building capabilities and ability to influence diverse stakeholders, including staff directors appointed by members of Congress, subject matter experts, proofreaders, and designers.
3. Strong organizational skills to balance both long term goals/projects and day-to-day deliverables and be able to effectively prioritize tasks and projects to meet deadlines while contributing to and collaborating with cross-functional teams.
4. Excellent written and verbal communication abilities with both expert and nonexpert audiences.
5. Experience leading people and teams in conducting research and analysis or managing similar projects.
6. Proven ability to present information clearly and concisely through written and oral communication, including: policy memos, reports, briefings, and consultations.
7. Expertise using Microsoft Office Suite products, working with style guides.
8. Must have 2 years of experience coordinating large projects with multiple deadlines and priorities.

### **HIGHLY DESIRED QUALIFICATIONS:**

(Not required, but may be considered in the selection process)

1. Professional proficiency in Mandarin Chinese, to include ability to effectively utilize original language sources of electronic and print information in developing policy-relevant original research and analysis.

2. Familiarity with the following areas:
  - a. International Human Rights Law
  - b. Human Rights in China
  - c. Rule of Law and Governance principles
3. Experience working on Capitol Hill (relevant work in a Member's office, on Committee staff, or related work with regular duties interacting with Congress).
4. Certification and experience in Project Management.
5. Graduate degree in a relevant field, such as Asian Studies, International Relations, Political Science, Security Studies, or Asian History.
6. Experience living and/or working in China, Taiwan, or Hong Kong.

## **HOW TO APPLY**

Submit a complete application package containing all the below required documents in one PDF file via email to [CECC.resumes@mail.house.gov](mailto:CECC.resumes@mail.house.gov). Incomplete application packages or information not received by 5:00 p.m. Eastern Time on the closing date will not be considered.

### **1) Cover letter, to include:**

- a. Position title;
- b. Brief statement outlining your interest in the Commission and this position and how you heard about the position;
- c. Concise pitch on how you meet the requirements and qualifications set out in this vacancy;
- d. Name and contact information for two professional references, one of which must be a past supervisor.

### **2) Résumé**

### **3) Current Writing Sample**

The writing sample can be on any topic; writing relevant to the position being sought is strongly preferred; writing and editing must be your own work (a published piece where you were one of several authors/editors is less useful). Prefer a sample 3-10 pages in length.

## **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 business days to receive. You will be contacted via email if we wish to schedule an interview or require additional information. All applicants will be notified once the position has been filled.

## **HOW YOU WILL BE EVALUATED**

The Commission will conduct an internal evaluation based on applicants' submitted application packet. The Staff Director and Deputy Staff Director will interview the top candidates. The final hiring decision will be made by the Personnel and Administration Committee comprised of the Chairman, co-Chairman and Ranking Members of the House and Senate, further to a recommendation of the Staff Director, in consultation with the Deputy Staff Director.

## **OTHER IMPORTANT INFORMATION**

The Congressional-Executive Commission on China is an equal opportunity employer. The Commission does not discriminate on the basis of an individual's race, color, religion, sex, sexual orientation, national origin, disability, age, or military status. The Commission strongly encourages applications from candidates who have lived or worked in mainland China, Taiwan, or Hong Kong, who have relevant lived experience and/or have been directly impacted by issues related to the Commission's mandate.

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.

The Commission participates in the E-Verify Program established by the Department of Homeland Security (DHS) and the Social Security Administration (SSA). If you are hired by the Commission, the Commission will verify with the DHS and the SSA that you are eligible for employment in the United States.

**Benefits.** As federal government employees, Commission employees are eligible to participate in federal employee benefits programs, to include: health insurance; dental and vision insurance; life insurance; and a retirement plan (FERS), including the Thrift Savings Plan (TSP), a 401k-like retirement savings program. Employees accrue and may use annual and sick leave in accordance with Commission policies. For more information, please visit <https://www.usajobs.gov/Help/working-in-government/benefits/>.