



U.S.-CHINA ECONOMIC AND SECURITY REVIEW COMMISSION

VACANCY ANNOUNCEMENT

POSITION: Procurement and Travel Specialist
SALARY: \$50,000 - \$65,000 per year
POSITION INFO: Full-Time, Term Position. The initial term is typically one year plus one day, with presumed renewal if performance is satisfactory
CITIZENSHIP REQUIREMENT: Must be U.S. citizen
DUTY LOCATION: Washington, DC
DATE AVAILABLE: **POSITION IS CURRENTLY OPEN: IMMEDIATE**
CONTACT: Kathy Michels -- Email: kmichels@uscc.gov / Phone: (202) 624-1409

ABOUT THE COMMISSION: The Commission conducts its work and studies in the following areas: China's military buildup, proliferation practices, regional economic and security impacts, energy activities, activities in U.S. capital markets, and World Trade Organization compliance; U.S.-China bilateral programs; economic transfers between China and the United States; and the implications for the United States of restrictions on speech and access to information in China. The Commission's mission is to make recommendations to Congress about matters of concern in these areas.

MAJOR DUTIES AND RESPONSIBILITIES:

Responsible for the completion of the following procurement duties, including but not limited to:

Procurement

1. For any procurement or contract action the USCC desires to take, determine the options that are consistent with Commission policies and procedures and assist the responsible USCC staff member to select the best position.
2. When competitive procurement is required or chosen, obtain competitive pricing quotes.
3. Prepare, obtain approvals of, and issue requests for proposals (RFPs) for procuring goods and services. Rank order responding proposals for those who will make selection. Notify both winning and losing bidders of competition outcome.
4. Prepare contracts or provide technical and administrative support to other USCC staff preparing contracts, ensuring adherence to all applicable procurement laws and USCC policies and procedures.
5. Ensure contract terms are satisfied and confirm satisfactory receipt of all procured goods and services and certify satisfactory completion to USCC staff member responsible for processing payment.
6. Maintain records, including documents and databases, related to RFPs, contracts, purchase orders, requisitions, credit cards and monthly budget reports.
7. Conduct cost and efficiency analyses of arrangements with private vendors for services including purchase of travel, supplies, and administrative-operational services.
8. Maintain current knowledge of USCC's procurement and contracting procedures and recommend revisions needed to improve consistency or efficiency.

Travel

9. Make travel arrangements for field hearings and foreign travel, including preparing travel cost estimates; identifying, reserving, and contracting for flights, hotels, hearing facilities and ground travel; arranging visas; processing travel reimbursement requests and travel vouchers.
10. Manage and keep detailed records for MetroChek transportation subsidy program for employees.

Facility Management

11. Report maintenance problems and ensure fulfillment of contractual obligations to USCC; maintain and update inventory of all USCC furniture, furnishings, equipment and warranties; arrange for appropriate disposition of surplus and obsolete furniture and equipment; ensure availability of necessary office supplies.
12. Support contractors providing IT services. Maintain calendar and reminders for all regular maintenance and services and ensure an IT system contractor performs any necessary maintenance.

KEY REQUIREMENTS:

Required:

- Ability to pass a National Agency Check/Intelligence Dossier (NAC-1) background check
- Knowledge of the mission and goals of the USCC
- Professional working knowledge and more than two years experience pertaining to federal government procurement and contracting policies, practices, and procedures
- Knowledge of contract types, methods and techniques; contract administration practices; and contract termination methods
- Knowledge of analytical techniques including the ability to gather, compile, and analyze information, draw conclusions and prepare reports, develop recommendations from findings, and reconcile and/or resolve problems that might arise
- Ability to communicate orally and in writing with a variety of people
- Demonstrated ability to work effectively as a member of a team
- Strong computer skills, especially in Microsoft Office applications such as Word, Excel and PowerPoint; experience maintaining databases. IT experience preferred.

Desirable but not Required; Greater Amounts are Preferred and May Be Considered in Selection

- Experience coordinating foreign travel arrangements.
- Working knowledge of the legislative process and how Congressional offices operate.

COMMISSION EMPLOYEES RECEIVE THE BENEFITS OF FEDERAL EMPLOYMENT:

Commission employees are eligible, and receive a federal government subsidy, for life insurance and for medical insurance for themselves and immediate family members. They receive credit toward the federal defined benefit retirement program and are eligible to participate in the Thrift Savings Program, the federal government's tax-deferred retirement savings programs. Employees accrue annual leave and sick leave time that they may use in accord with Commission policies and procedures.

HOW TO APPLY:

You may submit an application for this position by e-mailing a résumé or submitting form OF-612. All applications should contain the information outlined below under **“What should be included in your Application?”** Applications should be emailed to kmichels@uscc.gov. Applications may be submitted until the position is filled. Applicants not selected will be notified when it is filled.

WHAT SHOULD BE INCLUDED IN YOUR APPLICATION?

You may submit a résumé or use the Optional Application for Federal Employment (OF-612), available at http://www.opm.gov/forms/pdf_fill/of612.pdf. ***You must include all the information requested below or your application will not be considered.*** The application form and job information and application requirements are also posted to the Commission's Web Site at <http://www.uscc.gov/jobopportunities.php>.

Information to be Included in Application

1. Title of the position for which you are applying.
2. How you learned of the job opening.

Personal Information:

3. Full name, mailing address (with zip code), day/evening telephone numbers (with area code), and e-mail address.
4. Social Security Number. [NOTE: Giving your Social Security Number is voluntary. However, we may not be able process your application without it.]
5. Country of Citizenship.
6. If you have a current Federal government security clearance, identify its level.

Education:

7. Colleges and/or Universities attended. For each, provide:
- City, state and zip code.
 - Major field(s) of study.
 - Type and year of degree(s) received. If no degree received, show total credit hours received (in semester hours or quarter hours, as applicable).

Work Experience

8. Paid or non-paid positions you have held related to the job for which you are applying (do not provide copies of job descriptions). For each job provide:
- Job title.
 - Duties and accomplishments, particularly those related to the **Key Requirements** for the position listed above.
 - Number of hours worked per week.
 - Employer's name and address.
 - Starting and ending dates of employment (month and year).
 - Supervisor's name and current phone number. **Indicate if your current supervisor may be contacted.**
9. If you have ever been employed by the Federal Government, indicate the highest Federal civilian grade held, the job series, and the dates of employment at that grade.

Key Requirements:

10. Please describe your experience pertaining to federal government procurement and contracting policies, practices, and procedures
11. Describe how you have gained knowledge of contract types, methods and techniques; contract administration practices; and contract termination methods
12. Provide examples of when you have utilized analytical techniques to gather, compile, and analyze information, draw conclusions and prepare reports, develop recommendations from findings, and reconcile and/or resolve problems that might arise.
13. Ability to communicate orally and in writing with a variety of people
14. Provide an example of when you have worked effectively as a member of a team.
15. Rate and describe your computer skills, especially in Microsoft Office applications such as Word, Excel and PowerPoint; describe your experience maintaining databases.

Desirable Qualifications (not required by may be considered in selection):

16. Describe your experience coordinating foreign travel arrangements.
17. Describe how you have gained knowledge of the legislative process and how Congressional offices operate.

Other Qualifications

18. Job-related skills (e.g., computer software/hardware, and specialized database programs, etc).
19. Job-related certificates and licenses.
20. Job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.)

Do not send copies of any documents unless specifically requested.

WHAT TO EXPECT AFTER APPLYING:

After submitting an application for this position, each applicant will receive an e-mail confirming receipt of application materials, and will be contacted if we wish to schedule an interview or require additional information.