Vacancy Announcement

(This Vacancy Announcement replaces VA Guangzhou-2021-013 dated 3/4/2021-3/15/2021 for job updates. You must resubmit to be considered according to this VA.)

U.S. Mission	**China**
Announcement Number:	Guangzhou-2021-041
Position Title:	Economic Specialist
Opening Period:	October 8, 2021 – October 21, 2021
Series/Grade:	LE-1505-10
Salary:	RMB 313,946 p.a.
For More Info:	Human Resources Office U.S. Consulate General Guangzhou, China 43 Hua Jiu Road, Zhujiang New Town Tianhe District, Guangzhou, 510623 Email: GuangzhouHR@state.gov Fax: 86-20-3814-5161 (Please specify the position title in the subject line.) Website: https://china.usembassy-china.org.cn/
Who May Apply:	USEFM is FP-5 USD 53,065 p.a. Actual salary will be determined by Washington D.C. All Interested Applicants / All Sources

Security Clearance Required: Local Security Certification

Duration Appointment: Indefinite subject to successful completion of probationary period

Marketing Statement: We encourage you to read and understand the Eight (8) Qualities of Overseas Employees before you apply.

Summary: The U.S. Mission in Guangzhou is seeking one eligible and qualified applicants for the position of Economic Specialist within the Economic/Political Section (E/P).

The work schedule for this position is: Full Time (40 hours per week)

Start date: Candidate must be able to begin working within a reasonable period of time of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: No

Duties: The incumbent independently monitors, researches, analyzes and reports on economic issues in south China, and Chinese and industry regulations affecting market access and investment for U.S. businesses. The incumbent provides policy analysis and advice to Economic Officers, the E/P Section Chief, the Consul General and senior Washington/Embassy visitors on economic issues and strategies in south China, playing a key role in decision-making. S/he identifies, develops, and maintains important contacts in government, academia and industry of U.S. interest. S/he arranges and coordinates economic-related meeting programs for U.S. visitors. S/he undertakes professional translation of relevant policy documents.

Qualifications and Evaluations

Education: Bachelor's Degree in a field related to law, economics, finance, accounting, management, international relations or political science.

Requirements:

EXPERIENCE: At least six years of combined experience preparing English-language analytical reports or other relevant writing on government policy and/or industry developments in related fields working with one or more government agencies.

JOB KNOWLEDGE:

Good understanding of East Asia and world events, the U.S.-China economic relationship in particular. Detailed understanding of the economic events and situation of China, especially each of the provinces of the Consulate District; a good grasp of the complex economic policies and its impact on the overall economic system and the local economic environment. Thorough knowledge of designated sectors, such as IPR, ICT, economic reform and innovation, banking and finance, macroeconomic, trade, transportation, infrastructure, etc. A good understanding of political, energy, health and environmental issues. Detailed understanding of business practices as well as local economic organizations, leaders, major players in the Consular District.

Evaluations:

LANGUAGE: Level IV (Fluent) speaking, reading and writing in English is required. (This may be tested)

Level IV (Fluent) speaking, reading and writing in Mandarin Chinese is required.

SKILLS AND ABILITIES:

Must have strong communications and briefing skills; strong ability to research and analyze complex economic issues, and understand economic statistics; strong ability to draft detailed reports on complex economic issues; strong ability to develop and maintain contacts at the working level with individuals in the public and private sector; strong computer skills for spreadsheets, word process, and internet search engines.

Qualifications: All applicants under consideration will be required to pass medical and security certifications.

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

All applicants must have the required work and/or residency permits to be eligible for consideration.

Other information:

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

(1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
(2) AEFM / USEFM
(3) FS on LWOP and CS with reemployment rights **

* IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 ("Certificate of Release or Discharge from Active Duty"), equivalent documentation, or certification. A "certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

** This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc?) and for additional employment considerations, please visit the following link:
https://careers.state.gov/downloads/files/definitions-for-va

How to Apply: Applicants must submit the following documents to be considered:

1. **Universal Application for Employment (UAE) (Form DS-174); and**
2. **Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)**

Where to Apply:

SUBMIT APPLICATION TO

Human Resources Office

U.S. Consulate General Guangzhou, China

43 Hua Jiu Road, Zhujiang New Town
Tianhe District, Guangzhou, 510623

Email: GuangzhouHR@state.gov

(Please specify the position title in the subject line.)

What to Expect Next: Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email.

For further information: the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources office.

Thank you for your application and your interest in working at the U.S. Mission in China.