

**INTERNATIONAL BROADCASTING BUREAU, VOICE OF AMERICA
BROADCASTING BOARD OF GOVERNORS, DELEGATED COMPETITIVE EXAMINING UNIT**

RECRUITING BULLETIN

ANNOUNCEMENT NO. BBG-08-003

ANNOUNCEMENT PERIOD:

February 4, 2008 - December 31, 2008

TITLE, SERIES, GRADE

**INTERNATIONAL BROADCASTER
(ENGLISH)
GS-1001-9/11/12**

SALARY:

**GS-09 \$48,108 per annum
GS-11 \$58,206 per annum
GS-12 \$69,764 per annum**

AGENCY LOCATION:

**Voice of America, Washington, DC
Central News Division**

Who May be Considered: All Qualified Candidates

**DISPLACED APPLICANTS WILL RECEIVE SPECIAL CONSIDERATION UNDER
INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP)**

Job Summary: The incumbent is a newswriter and broadcaster with the Central News Division. The incumbent researches and writes news copy for inclusion in the central news file. Incumbent also produces programs, news spots and other forms of programming for VOA broadcasts.

Introduction to Agency: The Voice of America is a component of the Broadcasting Board of Governors. The VOA broadcasts news and information to millions throughout the world in more than 40 languages, via radio, television and the Internet. Our diverse, multicultural and dedicated professionals staff correspondent bureaus, transmission stations and marketing offices around the world in addition to our main offices in Washington, DC.

Key Requirements:

- **US citizenship is required**
- **Relocation expenses will NOT be paid**

DUTIES: The incumbent researches and writes news copy for the central news files of VOA's Central News Division. All copy written for this file must be double sourced and written for a foreign audience. Writes central news stories, summaries, and in-depth special news reports designed to explain and supplement recent news developments; as assigned participates with correspondents covering stories on-site or securing and recording interviews. VOA operates 7 days a week, 24 hours a day. Duty hours depend on programming needs.

THIS ANNOUNCEMENT IS NOT FOR SPECIFIC VACANCIES BUT TO REPLENISH THE APPLICANT FILE. Successful candidates will be considered for any current and future vacancies that may occur for one year and possibly up to three years after they have passed the required examination.

QUALIFICATION REQUIREMENTS:

GRADE

GS-9/11/12

SPECIALIZED EXPERIENCE

1 year equivalent to at least the next lower grade level

SPECIALIZED EXPERIENCE: Current experience in writing or editing international and domestic news reports/news analyses, news copy in English for a major news organization such as a major city newspaper or a wire service such as AP, UPI or Reuters or a broadcast news organization such as CNN, AP Radio, CBS. **Writing/editing that has not dealt specifically with news reporting and analysis is not creditable as specialized experience.** International experience preferred but not mandatory.

SUBSTITUTION OF EDUCATION PROVISIONS:

GS-9 = Master's degree or equivalent; OR two full years of graduate level experience; OR LL.B/J.D (if related).

GS-11 = Ph.D or equivalent doctoral degree; OR three full years of progressively higher level graduate education leading to such a degree; OR LL.M (if related).

Education at the levels shown above in journalism, mass communications, etc. is fully qualifying. Other degree concentrations with an emphasis in journalism or communications may equip the candidate with the required knowledge as may appropriate combinations of education and experience in a related field. TRANSCRIPTS MUST BE PROVIDED if applying based on education.

EXAMINATIONS REQUIRED: Candidates who meet **all** requirements as to education and experience must demonstrate their ability through successful performance of a written test designed to measure their newswriting skills. **You will be notified as to whether you will be scheduled for testing once qualification determinations have been made.** Tests are administered in Washington, DC, New York and Miami, FL on an on-going basis. Tests are administered in Boston, Chicago, Denver, Los Angeles, Raleigh, St. Louis, San Antonio, San Francisco and Seattle on a quarterly basis. Tests may also be given in certain overseas locations. **APPLICANTS WILL BE RESPONSIBLE FOR PAYING THEIR OWN EXPENSES TO AND FROM THE TEST SITE.**

The submission of statements addressing the Knowledge, Skills and Abilities (KSAs) listed is **highly encouraged** so as to assure that your relevant experience for the position for which you are applying is clearly articulated and geared towards each KSA element. KSA statements should be clear, concise examples of your experience that shows the depth of your knowledge, level of skill or the degree of your ability related to the individual KSA elements.

If you do not submit KSA statements, your relevant experience will be gleaned from the information included in your application or resume **only** in order to evaluate your credentials against the KSAs.

DIRECTIONS FOR COMPLETING THE KSA'S: Consider what in your background indicates you possess each knowledge, skill or ability (KSA). Provide clear, concise examples for each element. Relate your experience to the position for which you are applying. Use examples that show the depth of your knowledge, level or skill, or degree of ability you have. You may refer to paid or volunteer work, education or training, or other applicable experience.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of principles and practices of news writing.
2. Knowledge of current and continuing news stories; skill in researching to develop stories.
3. Knowledge of international affairs, world geography, VOA's target audience in order to write international news and present information in a manner understandable to overseas audience.

4. Ability to evaluate news sources for accuracy and relevance, and skill in compiling information from a variety of sources about complex topics to write complete understandable news stories for a general international audience.

BENEFITS:

The Federal government offers a number of exceptional benefits to its employees. The following Web addresses are provided for your reference to explore the major benefits offered to most Federal employees.

Flexible Spending Accounts - The Federal Flexible Spending Accounts Program (FSAFeds) allows you to pay for certain health and dependent care expenses with pre-tax dollars. For additional information visit: <https://www.fsafeds.com/fsafeds/index.asp>

Health Insurance - The Federal Employees Health Benefits Program offers over 100 optional plans. For additional information visit: <http://www.opm.gov/insure/health/index.asp>

Leave - Most Federal employees earn both annual and sick leave. For additional information visit: <http://www.opm.gov/oqa/leave/index.asp>

Life Insurance - The Federal Employees' Group Life Insurance Program (FEGLI) offers: Basic Life Insurance plus three types of optional insurance, for additional information visit: <http://www.opm.gov/insure/life/index.asp>

Long Term Care Insurance - The Federal Long Term Care Insurance Program (FLTCIP) provides long term care insurance for Federal employees and their parents, parents-in-law, stepparents, spouses, and adult children. For additional information visit: <http://www.ltcfeds.com/>

Retirement Program - Almost all new employees are automatically covered by the Federal Employees Retirement System (FERS). FERS is a three-tiered retirement plan. The three tiers are: Social Security Benefits, Basic Benefit Plan, and Thrift Savings Plan. For additional information visit: <http://www.opm.gov/retire/index.asp>

This link provides an overview of the benefits currently offered to Federal employees. <http://www.usajobs.opm.gov/ei61.asp>

VETERANS PREFERENCE: Five points may be added to the eligible ratings of veterans who: entered the military service prior to October 14, 1976; served on active duty during the Gulf War between August 2, 1990 and January 2, 1992, regardless of where the person served; or, served in a military action for which they received a campaign badge or expeditionary medal. Medal holders and Gulf War veterans must have served continuously for at least 24 months or the full period for which called or ordered to active duty. Ten points may be granted to the eligible ratings of disabled veterans, Purple Heart recipients, spouses or mothers of a 100 percent disabled veteran; or the widows, widowers, or mothers of a deceased veteran.

OTHER INFORMATION:

1. If you are an eligible Interagency Career Transition Assistance Program (ICTAP) applicant you may apply for special selection over other candidates for this position. To be well qualified and exercise selection priority for this vacancy, displaced Federal employees must be rated at 85 or above on the rating criteria for this position. ICTAP eligible must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.

2. If you are a current career or career-conditional Federal employee or former Federal employee who has reinstatement eligibility, you must submit a copy of your latest SF-50 "Notification of Personnel Action" and/or a copy of the SF-50 that reflects career or career-conditional tenure, or you will not be considered under the merit promotion process. Also, you should submit your most recent performance appraisal.

3. If you are a veteran with preference eligibility and you are claiming 5-point veterans' preference, you must attach a copy of your DD-214 or other proof of eligibility. **If you are claiming 10-point veterans' preference**, you must attach an SF-15, "Application for 10-Point Veterans' Preference" plus the proof required by that form.

4. If you are a male applicant of U.S. citizenship who was born after 12/31/59 and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered or you are not eligible for appointment in this agency.

5. REASONABLE ACCOMMODATIONS are provided to applicants with disabilities. If you need reasonable accommodations for any part of the application and hiring process, please notify the Agency. The decision on granting reasonable accommodations will be on a case-by-case basis.

HOW TO APPLY: Application or resume must be submitted to: IBB, Office of Personnel, Delegated Examining Unit, Room 1543, 330 Independence Avenue, SW, Washington, DC 20237. Applications may be faxed to: (202) 205-8427 or (202) 401-0557. For more information please call (202) 619-3117 (See back for required information). Those applicants claiming Veteran's Preference must submit a copy of their DD Form 214.

Here's what your resume/application must contain (in addition to specific information requested in the job vacancy announcement).

JOB INFORMATION: Announcement number and title and grade(s) of the job for which you are applying.

WORK EXPERIENCE: Give the following information for your paid and nonpaid work experience related to the job for which you are applying. Job Title (include series and grade if Federal job), duties & accomplishments, employer's name & address, supervisor's name & number, starting & ending dates (month/year), hours per week, and salary. Please indicate if we may contact your current supervisor.

PERSONAL INFORMATION: Full name, mailing address (with zip code) and day and evening phone numbers (with area code), social security number, country of citizenship, veterans' preference, reinstatement eligibility and highest federal civilian grade held.

OTHER QUALIFICATIONS: Job-related training courses, and job-related skills, such as other languages, computer software/hardware, tools, machinery, and typing speed.

JOB-RELATED CERTIFICATES AND LICENSES: Job-related honors, awards, and accomplishments. For an example: publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards. (Give dates but do not send documents unless requested.)

EDUCATION: High School (name, city, and state), date of diploma or GED. Colleges and universities (name, city and state), majors, type & year of degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours). Send a copy of your college transcript only if the job vacancy announcement requests it.

OTHER IMPORTANT INFORMATION: Before hiring, the agency will ask you to sign and certify the accuracy of all information in your application. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.

THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER