

VACANCY ANNOUNCEMENT

Broadcasting Board of Governors
International Broadcasting Bureau
Washington, DC 20237

VACANCY NUMBER: M/P-04-46

OPENING DATE: 05/12/04

CLOSING DATE: Open Until Filled

(First cutoff 2 weeks after posting.)

POSITION: International Broadcaster (Hausa)
GS-1001-12

LOCATION: INTERNATIONAL BROADCASTING BUREAU
Voice of America
Africa Division
Hausa Service

AREA OF CONSIDERATION: All Qualified Candidates May Apply

*****FOR CONSIDERATION, APPLICATION MUST BE RECEIVED IN THE IBB OFFICE OF PERSONNEL BY CLOSE OF BUSINESS ON THE CLOSING DATE OF THIS ANNOUNCEMENT.*****

*****As a result of the U.S. Mail delays currently being experienced in the Washington, DC Metro Area, WE STRONGLY SUGGEST you fax, hand deliver, or use a private delivery/courier service when you submit an application to ensure it is received by the closing date of the announcement. Please be advised that applications submitted via the U.S. Postal Service MAY NOT be received in a sufficiently timely manner to be considered.*****

FAILURE TO SUBMIT ALL REQUIRED MATERIAL (See How to Apply) AND KSA STATEMENTS WILL RESULT IN YOUR APPLICATION NOT BEING CONSIDERED.

When only ONE application or resume is received it will be considered under competitive procedures (DEU Certification) only.

NOTE: Budgetary conditions may delay or otherwise affect filling this vacancy. However, all interested candidates should apply now.

DUTIES: Incumbent serves as a reporter, writer, translator, adapter, editor, producer and announcer for Radio, TV and Internet for the Hausa Service. Conducts interviews, reports on special events, writes and presents features, in addition to translating the most difficult English texts into Hausa. Incumbent supports editorial staff and service chief in occasional editing, handling of wire copy, and other tasks as assigned. The broadcaster also voices all types of material broadcast by the language service. In carrying out these functions, broadcasters must tailor materials to the interest and needs of the audience, and see that the broadcast is factual, objective, and balanced.

<u>GRADE</u>	<u>SPECIALIZED EXPERIENCE</u>
GS-12	1 year equivalent to at least the next lower grade level

SCREEN-OUT FACTOR: Applicants must be able to write and voice in Hausa.

SPECIALIZED EXPERIENCE: Candidates must possess native fluency in Hausa including idioms and contemporary nuances as well as knowledge of written and spoken English in order to translate, adapt, and originate radio, television and internet scripts under deadline pressure with accuracy, speed, and intelligence and to voice a wide range of material for broadcast; knowledge of government, politics, culture, and world affairs and news judgment in order to gather, analyze, and report the facts of complex events and developments; familiarity with the psychology, history, customs, and social and economic life in the broadcast area in order to produce material which is understandable and acceptable to the audience. To satisfy these requirements, the candidate's overall background must clearly demonstrate possession of the required knowledge and language ability. IN ADDITION, EXPERIENCE IN RADIO BROADCAST JOURNALISM, PRINT, TELEVISION, OR FILM JOURNALISM IS REQUIRED.

WORK MUST HAVE INCLUDED WRITING, EDITING, AND/OR VOICING BROADCAST MATERIAL FROM ENGLISH INTO HAUSA.

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 which show the depth of knowledge, level or skill, or degree of ability you have. You may refer to paid or volunteer work, education or training, hobbies, or any other applicable experience.

KNOWLEDGE, SKILLS AND ABILITIES: Relative numerical values equate to a total of 30 POINTS.

1. A broad Bilingual knowledge of Hausa and English with ability to research, write and adapt in both languages. (6)
2. Broad knowledge of African History and culture, and awareness of political, economic, and social developments in Africa in general and in the broadcast target area. (6)
3. Understanding of U.S. foreign policy, particularly as it applies to present U.S. policy towards countries to which broadcast is directed. (6)
4. Thorough knowledge of professional journalistic techniques required for interviews, reportage and featured material for TV/Radio or Internet broadcasts and for editing of same. (6)
5. Demonstrated ability to voice materials for broadcast. (6)

VOA OPERATES 7 DAYS A WEEK, 24 HOURS A DAY. DUTY HOURS DEPEND ON PROGRAMMING NEEDS.

CONDITIONS OF EMPLOYMENT:

1. Relocation expenses **MAY** be paid on a case by case basis.
2. Status applicants **MUST** meet time-in-grade requirements by the closing date of the announcement.
3. Willingness to work rotating shifts, weekends and holidays.

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.

"Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after three years or more of continuous service may apply."

HOW TO APPLY: Do not attach any additional forms which are not requested in this announcement.

1. Optional Application for Federal Employment (OF-612), a resume, OR any other written format. **See outline** of information which **MUST** be furnished **ON ALL RESUMES**. OF-612 forms can be obtained from any Federal Agency personnel office, or you can access assistance for completing a resume by logging on to **WWW.USAJOBS.GOV\Resume**.

NOTE: Obsolete **SF-171** is still **acceptable**.

2. Written responses to KSA's listed above - addressing each KSA separately **must be attached**.

3. **ICTAP CONSIDERATION: PLEASE ANNOTATE YOUR APPLICATION TO REFLECT THAT YOU ARE APPLYING AS AN ICTAP ELIGIBLE.**

Individuals who have special priority selection rights under ICTAP must be well qualified for the position to receive consideration for special priority selection.

ICTAP applicants who meet all the selective and knowledge, skills, and abilities (special rating factors) and earn a score in the top one-third of the rating score range (prior to the assignment of veteran's preference points) will be tentatively identified well-qualified. A final decision that a given ICTAP applicant is well-qualified will be made by the selecting official, and, if appropriate, by the Director of Personnel.

Eligibles must submit a copy of their agency RIF Notice, a copy of their most recent Performance Rating, and a copy of their most recent SF-50 noting current position, grade level and duty station.

4. **STATUS CANDIDATES OR REINSTATEMENT ELIGIBLES:** You **MUST** **SUBMIT** your most recent Notification of Personnel Action (SF-50) showing tenure group and promotion potential if

any. To insure full consideration, status candidates should submit a copy of their most recent performance appraisal.

5. **Status candidates** wishing to be considered under both merit promotion and competitive procedures **MUST** submit two applications or resumes, **OTHERWISE, your application will only be considered under the competitive procedures.**
6. **VETERANS:** Non-status applicants claiming veteran preference, or eligibility for Veterans Readjustment Appointment, **MUST** submit a copy of their DD-214, and if disabled, form SF-15 with a letter from the Department of Veterans Affairs showing appropriate proof of disability, dated within the last 12 months.
7. **SPECIAL APPOINTMENTS:** Non status applicants claiming eligibility for other special appointments, such as handicapped or former Peace Corps/Vista volunteers, must submit proof of eligibility, i.e., letter from the Peace Corps or State Rehabilitation agency. Non-status candidates eligible for special appointment who wish to be considered for both special appointment and competitive procedures must submit two (2) applications or resumes. **When only one application or resume is received it will be considered under competitive procedures (DEU Certification) only.** Proof of eligibility for special appointment **MUST** be attached.
8. **SF-181 "RACE AND NATIONAL ORIGIN IDENTIFICATION" and SF-256 "SELF-IDENTIFICATION OF HANDICAP" FORMS:** The submission of these two forms is voluntary. The information provided will be used for statistical purposes to monitor applicant responses, and will not be maintained in the personnel office or forwarded to the selection official. Copies of SF-181 and SF-256 can be downloaded from OPM's website at www.OPM.gov/forms.

SUBMIT APPLICATION/RESUME WITH REQUIRED DOCUMENTS TO:

International Broadcasting Bureau
Office of Personnel
Room 1543 Cohen Building
330 Independence Avenue, SW
Washington, DC 20237

FAX NUMBERS: (202) 401-0557 OR (202) 205-8427

*****FOR CONSIDERATION, APPLICATION MUST BE RECEIVED IN THE IBB OFFICE OF PERSONNEL BY CLOSE OF BUSINESS ON THE CLOSING DATE OF THIS ANNOUNCEMENT.*****

FOR MORE INFORMATION REGARDING THIS VACANCY ANNOUNCEMENT,

CONTACT: Janice Albritton-Pollock, (202) 619-3117
Web page address: <http://www.ibb.gov>

BBG IS AN EQUAL OPPORTUNITY EMPLOYER

Here's what your resume or 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, Salary and 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.
Job-related skills, for example, other languages, computer
software/hardware, tools, machinery, typing speed.
Job-related certificates and licenses. Job-related honors,
awards, and accomplishments, for 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