

VACANCY ANNOUNCEMENT
BROADCASTING BOARD OF GOVERNORS
INTERNATIONAL BROADCASTING BUREAU
VOICE OF AMERICA

Announcement No. FS-12-05

Opening Date: October 15, 2012

Closing Date: November 16, 2012

Position Title: VOA NEWS FOREIGN CORRESPONDENT

Duty Location: Bangkok Correspondent Bureau
Cairo Correspondent Bureau
Jerusalem Correspondent Bureau
Moscow Correspondent Bureau
Seoul Correspondent Bureau

Grade and Salary Range: FP-03 - \$76,219 - \$111,930
FP-04 - \$61,759 - \$ 90,696

Area of Consideration: All Qualified Candidates

The Voice of America is recruiting to fill the Foreign Correspondent position openings in 2013. VOA Foreign Service Career Correspondents will receive priority consideration for all overseas assignments; however, Civil Service employees and outside candidates who are interested in a Foreign Service Limited Non Career Appointment NTE 5 years may also apply for consideration. A minimum of three months training and orientation may be in the VOA Central News Division located in Washington, DC to prepare new hires for the overseas assignment.

INTRODUCTION TO THE AGENCY

The Voice of America is an entity of the Broadcasting Board of Governors. VOA broadcasts news and information to millions of people throughout the world in more than 40 languages, via radio, television and the Internet. Our diverse, multicultural, and dedicated professionals staff correspondent bureaus around the world in addition to our main office in Washington, DC.

JOB SUMMARY

The incumbent serves as a Foreign Correspondent for the VOA Central News, International Desk. The Correspondent provides unbiased, accurate, comprehensive, and balanced news coverage of the assigned regional area; manages the bureau to which assigned and is responsible for overall bureau administration, budget, and local staff; and supervises and provides program direction to language stringers based in the region.

Long and unpredictable hours, including nights, weekends and holidays are frequently required, as is travel, wherever needed and at any time, often with little or no advance notice. Most positions require frequent travel, according to program needs.

INITIAL SALARY/SALARY INCREASES

Initial salaries for new employees are set within the FP-04 and FP-03 pay scales depending on education, specialized experience and salary history. Salaries are determined at the time offers of employment are made.

Entry level salary for federal Civil Service candidates appointed without a break in service will be set at the rate within the Foreign Service salary schedule that is nearest to the base salary rate of their previous GS salary.

Persons with satisfactory performance ratings will receive a within-grade salary increase annually through step 10 and biennially through step 14 if they have not received an equivalent increase during that period.

MINIMUM REQUIREMENTS. Candidates must:

- Be United States Citizens (Non citizens will not be considered)
- Possess at least five years of recent experience as a news correspondent, including at least four years of experience overseas for a major news organization.
- Have a command of written and spoken English and a level of competency expected a professional journalist.
- Undergo a thorough security background investigation and obtain a security certification from the BBG Office of Security.

SUPPLEMENTAL QUALIFICATIONS STATEMENT

PURPOSE: The purpose of the Supplemental Qualifications Statement is to provide an opportunity to describe examples of your experience which relate to skills listed below, and best shows your ability to handle various aspects of the work of an International Broadcaster, Writer and Announcer. The information you give may be used to structure your interview.

INSTRUCTIONS: Individually address each of the items listed below, limiting each response to 200 words or less for each item. Describe how you have used the following abilities and/or knowledge, indicating the source from which the work-related experience was acquired. Examples can be drawn from any part of your experience but they must describe things that reflect personal accomplishments. You should compose your replies carefully, as one of the skills necessary to succeed as a News Foreign Correspondent is the ability to write clearly and concisely.

1. Demonstrated knowledge of broadcast journalism, e.g. reporting, interviewing, voicing, editing, and producing full radio, television, and/or Internet pieces, live interviews; use of microphones, recorders, computers and telecommunication transmissions via satellite phones and/or internet.

2. Demonstrated professional journalistic ability, i.e., ability to collect, verify, analyze, and summarize facts in an objective, accurate and appropriate product for use in radio, television, and/or Internet.
3. Demonstrated ability to write domestic and international news reports for audiences of varying backgrounds and interests.
4. Demonstrated ability to function effectively as a news correspondent while living and working overseas, particularly in areas of conflict.
5. Demonstrated ability to exercise sound and independent judgment to determine the relative importance of news events and how best to approach their coverage.
6. Demonstrated ability to manage available time and resources independently to meet daily and hourly deadlines.
7. Demonstrated ability to plan, organize and handle multiple assignments simultaneously under stringent timeframes and changing priorities and conditions.
8. Demonstrated ability to develop and maintain news contacts and conduct effective interviews.
9. Demonstrated ability to voice radio and television correspondent reports effectively, including on-air work, for international broadcasting in accordance with professional standards.
10. Ability to recruit, develop, assign and guide stringers.
11. Ability to manage a foreign correspondent bureau, including management of contracts and other administrative matters and supervising a culturally diverse locally employed staff.
12. Competence in foreign languages relevant to possible VOA assignments.

PROCEDURES FOR APPLYING:

The following materials are required from all applicants. Failure to submit all required documents will result in your application not being considered.

- A Resume or any written format with required documents.
- A copy of your latest Personnel Action (SF-50), if you are presently a Federal employee.
- The completed Supplemental Statement.
- Official college or university transcripts
- Demonstration tapes (audio and/or video) or writing samples.

Please note that the average processing time for an application is 2-3 months, including the completion of security clearance.

The Broadcasting Board of Governors is committed to equal opportunity and fair and equitable treatment for all without regard to race, color, national origin, sex, religion, age, sexual orientation, disabling condition, political affiliation, marital status, or prior statutory, constitutionally protected activity.

THE FOLLOWING INFORMATION MUST BE CONTAINED ON RESUMES OR APPLICATIONS (IN ADDITION TO SPECIFIC INFORMATION REQUESTED IN THE VACANCY ANNOUNCEMENT):

JOB INFORMATION – Title of the position you are applying.

PERSONAL INFORMATION – Full name, mailing address (with zip code) and day and evening phone numbers (with area code), and Country of Citizenship.

WORK EXPERIENCE – Provide your employment history beginning with the present and working backwards 10 years. Include all full-time work, part-time work, temporary work, paid work, unpaid work, military duty, self-employment and periods of unemployment. You may also include any other experience prior to the past 10 years, which you feel would be relevant to the position for which you are applying. Job Title (include series and grade if Federal Job), Duties & accomplishments, Employer's name and address, Supervisor's name and number, starting and ending dates (month/year), starting/ending salary and indicate if we may contact your current supervisor.

OTHER QUALIFICATIONS – List any special skills (e.g. computer, language) experiences, current licenses, honors, awards, special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and/or training (with date completed) relating to the position for which you are applying.

EDUCATION – High School (Name, city and state), date of diplomas or GED. Colleges and universities (Name, city and state), Majors, Type and year of degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours).

OTHER IMPORTANT INFORMATION – 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.

SUBMIT APPLICATION/RESUME TO:

Broadcasting Board of Governors
International Broadcasting Bureau
Office of Human Resources (Foreign Service Personnel)
Room 1543, 330 Independence Avenue, SW
Washington, D.C. 20237
FAX NUMBERS (202) 382-7541 OR (202) 3820-7542
CONTACT: JoAnn Lusby, (202) 382-7507 or jlusby@bbg.gov
or
Larry Bullard, (202) 382-7523 or lbullard@bbg.gov