



**BROADCASTING BOARD
OF GOVERNORS**
VOICE OF AMERICA

Agency: Broadcasting Board of Governors

Job Announcement Number: **DEU- 09-114**

International Broadcaster (Radio/Internet) (Thai) GS-1001-9/11

SALARY RANGE: \$50,408 - \$79,280 USD per year

OPEN PERIOD: June 22, 2009 to July 27, 2009

SERIES & GRADE: GS-1001-9/11

POSITION INFORMATION: Full Time
Career Conditional

Promotion Potential: GS-11

DUTY LOCATIONS: 1 position
Washington, DC

WHO MAY BE CONSIDERED: All Qualified Applicants

NON-U.S. CITIZENS MAY BE CONSIDERED FOR THIS POSITION IN THE ABSENCE OF EQUALLY OR BETTER QUALIFIED U.S. CITIZENS. IF A NON-U.S. CITIZEN IS SELECTED, HE/SHE WILL BE PLACED IN THE EXCEPTED SERVICE.

JOB SUMMARY: This position is located in the Thai Service of the East Asia and Pacific Division of the Voice of America (VOA) in Washington, DC with responsibility for conceiving, planning, researching, writing and broadcasting original radio and Internet scripts of a highly complex nature.

THIS IS A BARGAINING UNIT POSITION.

INTRODUCTION TO THE 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, D.C.

The Full Performance Level: GS-11

KEY REQUIREMENTS:

- Relocation Expenses **WILL BE paid.**
- Willingness to work nights, weekends, and holidays is required.
- Examination required
- **All applicants must indicate citizenship.**

MAJOR DUTIES:

Translates and adapts English language news and news-related scripts into Thai for radio and Internet posting. Announces and voices materials broadcast by the service for radio. Researches information and writes continuity for programs or original scripts. Participates in the development of regularly scheduled radio programming and materials for the Thai service web page. Covers news and feature stories and gathers background material and interviews.

QUALIFICATIONS AND EVALUATION

QUALIFICATIONS REQUIRED: Applicants must meet the following basic requirements:

SPECIALIZED EXPERIENCE: One year of specialized experience equivalent to the next lower grade. The incumbent must be experienced in the use of the Thai language in radio broadcasting or website journalism. Work experience must include writing and translating broadcast material from English to Thai, as well as writing material for broadcast in Thai. Examples of qualifying specialized experience include work as a reporter, editor or news broadcaster for a recognized news publication, such as a daily newspaper or weekly news magazine; or for a wire service such as AP, UPI or Reuters; or for a radio station. This experience must have provided a comprehensive knowledge of the history, customs and psychology of the target area people, as well as their political, economic, cultural and social life.

SCREEN OUT FACTOR FOR THIS POSITION IS: Fluent knowledge of the Thai language that enables the incumbent to edit, write, report, interview and announce broadcasts in this language.

To qualify based on education, submit a copy of transcript or list of courses with credit hours, major(s) and grade-point average or class ranking. Application materials will not be returned. You can receive credit for education received outside the United States if you provide evidence that it is comparable to an accredited educational institution in the United States when you apply.

Undergraduate and Graduate Education: Major study – journalism, communications, history, economics, political science, international relations or other fields related to the position.

Ph.D. or equivalent doctoral degree; or 3 full years of progressively higher level graduate education leading to such a degree; or LL.M., if related.

HOW YOU WILL BE EVALUATED: Examinations required. Candidates who meet all education and/or experience requirements must demonstrate their knowledge and ability in language writing and translation/adaptation through successful performance in a written examination and their ability to voice material for radio broadcast in a voice audition. Once qualification determinations have been made, you will be contacted to schedule testing, if applicable. Tests are administered in the following cities: Washington, DC, New York, NY and Miami, FL, Boston, MA, Chicago, IL, Denver, CO, Kansas City, MO, Los Angeles, CA, Raleigh, NC, San Antonio, TX, San Francisco, CA and Seattle, WA. Tests may also be given in certain overseas locations. **Applicants will be responsible for paying their own expenses to and from test sites.**

BENEFITS AND OTHER INFORMATION:

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/oca/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>

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 85 or above on the rating criteria for this position. ICTAP eligibles 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 veteran with preference eligibility and you are claiming 5-point veterans' preference, you must attach a **Member Copy Number 4** 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.

If you are still on active duty, you may submit a statement of service from your Personnel Command which states the date you entered active duty, the date you are separating, and the campaign medals you have received. For more information on the VRA, consult the Vets Guide at: <http://www.opm.gov/veterans/html/vetguide.htm>

3. Information on Special Hiring Authority Individuals who are eligible for consideration under a special hiring authority (e.g., 30% compensable veterans, severely handicapped individuals, former Peace Corps and VISTA Volunteers, etc.) will be accepted and considered non-competitively for this vacancy. Special hiring authority eligibles must indicate on their application if they are applying under a special program and must submit proof of eligibility with their application. Applicants who wish to be considered under an appropriate special hiring authority as well as under the competitive examining process must submit two complete applications. When only one application is received from a special hiring authority eligible, it will be considered under the appropriate special hiring authority only.

Eligibles applying for consideration of noncompetitive appointments under special appointing authorities must clearly make this request on their application and submit the required documentation.

4. If you are a male applicant 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. All qualification requirements must be met by the closing date of this announcement. Additional information on the qualification requirements is outlined in the OPM Qualifications Standards Handbook of General Schedule Positions. It is available for your review in our office, in other Federal agency personnel offices, and on OPM's web site at: <http://www.opm.gov/qualifications>.

6. EEO Policy Statement: The Broadcasting Board of Governors does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

7. 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:

DO NOT ATTACH ANY ADDITIONAL FORMS, WHICH ARE NOT REQUESTED IN THIS ANNOUNCEMENT.

To submit the documents requested, follow the instructions below: Your resume, curriculum vitae, the Optional Application for Federal Employment (OF 612), or any other written format you choose to describe your job-related qualifications can be submitted by fax, mail or by hand-delivery. Please ensure that your resume contains your full name, address, phone and at least your last four digits of your social security number.

Instructions on submitting resume and supporting documents in hard copy via fax or by mail:

If you fax your documentation you must use a cover page. The information contained on the cover page should match the information you provided to the occupational questionnaire. The Vacancy ID number **DEU-09-114**, your Name, and SSN should be written accurately and neatly. If the information is inaccurate or incomplete it will delay the processing of your application or you may not receive consideration for this position.

Resume and, if applicable, any supporting documentation must be received in the Office of Human Resources by 5:00 p.m., on the closing date of the announcement.

You can mail or hand delivers your application materials to the address below:

International Broadcasting Bureau
330 Independence Avenue, SW
ATTN: Office of Human Resources
(Room 1543), Cohen Building
Washington, DC 20237
Attention: **DEU-09-114**

REQUIRED DOCUMENTS: Failure to submit all required documents would result in your application not being considered.

- **Resume**
- **Veterans preference documentation, if applicable.**

AGENCY CONTACT INFO:

Susan King

Phone: (202) 382-7500

Fax: (202) 382-7541 or (202) 382-7542

Internet: sking@bbg.gov

Or write to:

International Broadcasting Bureau
Office of Human Resources, (Room 1543)
ATTN: Susan King
330 Independence Avenue, SW
Washington, DC 20237
USA

WHAT TO EXPECT: After a review of your complete application is made you will be notified of your rating and/or referral to the hiring official. If further evaluation or interviews are required, you will be contacted.

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 you are applying for.

PERSONAL INFORMATION

Full name, mailing address (with ZIP Code) and day and evening phone numbers (with area code)
Social Security Number Country of Citizenship (Most Federal jobs require United States citizenship).
Veterans' preference Reinstatement eligibility (If requested, attach SF 50 proof of your career or career-conditional status). Highest Federal civilian grade held (Also give job series and dates held).

EDUCATION

High School
Name, city, and State (ZIP Code if known)
Date of diploma or GED

Colleges or universities

Name, city, and State (ZIP Code if known)
Majors
Type and year of any 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.

WORK EXPERIENCE

Give the following information for your paid and non-paid work experience related to the job you are applying for. (Do not send job descriptions).

Job title (include series and grade if Federal job)
Duties and accomplishments
Employer's name and address
Supervisor's name and phone number
Starting and ending dates (month and year)
Hours per week
Salary
Indicate if we may contact your current supervisor.

OTHER QUALIFICATIONS

Job-related training courses (title and year)
Job-related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed
Job-related certificates and licenses (current only)
Job-related honors, awards and special 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).