

**BROADCASTING BOARD OF GOVERNORS (BBG)
VOICE OF AMERICA (VOA)**

Vacancy Announcement Number: DEU-10-16A

Your Application Must Be

Received During This Period: January 20, 2010 to February 9, 2010

Position Title, Series, and Grade: **TV Production Specialist,**
GS-1071-12

Promotion potential: 12

Position Information: Full-Time/Permanent
The position is covered by a Union Agreement

Salary Range: \$74,872 - \$97,333

Who Should Apply: All Qualified Applicants

Duty Location: 330 Independence Ave, S.W.
Washington, D.C. 20237

**The BBG is conveniently located within walking distance
of the Blue, Orange, and Yellow Metro lines**

THIS VACANCY HAS BEEN AMENDED TO EXTENDED CLOSING DATE

Introduction: The Broadcasting Board of Governors (BBG), an independent federal agency, is an exciting, multicultural organization that encompasses all U.S. civilian international broadcasting. The BBG is comprised of the Voice of America, which delivers high quality, multimedia programming in 45 languages to audiences worldwide; the Office of Cuba Broadcasting (Radio and TV Martí); the International Broadcasting Bureau, which provides transmission, administrative, and other support services; and three grantee organizations -- Radio Free Europe/Radio Liberty; the Middle East Broadcasting Networks (Alhurra TV and Radio Sawa), and Radio Free Asia. Our staff of dedicated professionals serves as an example of free and independent media, reaching worldwide audiences with news, information, and relevant discussions.

Description of the Position:

- Maintains database of and provides input into the Division's television programs in a range of formats, such as newscasts, news feeds, live interactive discussions, feature programs, documentaries, journalist roundtables and others.
- Views all visual materials including opens, closes bumpers, roll-in packages, graphics and Chyron information to confirm air worthiness.
- Works with the language services to resolve the administrative and logistical details of a production, providing input into planning and organizing story production, assessing potential needs for the programming, and advising a variety of technical specialists as to those needs.

- Works closely with the Executive Producer to provide input and advice as to the best format or method to achieve the program objectives.
- Keeps abreast of the media climate in the target region to ensure the competitiveness of television and radio programming in the marketplace.
- Regularly reviews programming and advises on aesthetic look, and quality of television packages.

Selective Placement Factor: Fluency in both Persian and English with demonstrated experience in producing TV shows in Persian.

Basic Requirements For the Position: Applicants must have a minimum of one year of specialized experience directly related to this line of work.

Your application will be evaluated based upon the degree to which you meet the knowledge, skills, and work experience requirements listed below. You are encouraged to provide a clear, concise statement demonstrating how you meet these qualification requirements.

1. Demonstrated ability in the use of various techniques of producing diverse program formats such as panel discussions, news broadcasts, magazine shows, etc.
2. Knowledge of the techniques and processes of television production and live satellite broadcasting.
3. Thorough knowledge of production, editing principles and practices, to direct the development and production of complex television programs.
4. Knowledge of national and international news events and trends in order to effectively direct a live or pre-taped news or public affairs program.

Key Requirements For This Position:

- All applicants **MUST** indicate citizenship.
- If selected, you will be subject to a security investigation to establish your suitability for federal employment. The security investigation will include, among other aspects, review of your credit and legal history.
- Willingness to work evenings, weekends, and holidays.
- Relocation expenses will **NOT** be paid.

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.

WHAT YOU NEED TO SUBMIT TO APPLY FOR THIS POSITION:

The following federal job link contains basic information that will help you to prepare a competitive application: <http://www.bbg.gov/about/jobs/info/of0510.pdf>

The list below includes the **minimum** documents required to apply for this position. You also should submit any other materials if specifically requested in this vacancy announcement and other materials you feel will support your application for this position.

- Resume, curriculum vitae, Optional Application for Federal Employment (OF 612), or any other application format you choose to use to describe your job-related qualifications
- If you wish to receive consideration for veterans preference, you must submit a DD-214, Member Copy Number 4, VA letter, and/or SF-15

How you will be evaluated: Your application will be reviewed by a Human Resources Specialist to determine if you meet the minimum qualification requirements for the position. Each applicant who passes this test will be further evaluated to establish a group of best qualified applicants. Interviews are optional. If you are offered the position, you will be required to submit security paperwork to establish your suitability for federal employment. A final job offer typically is made within 40 days after the closing date of the vacancy announcement. You will be subject to a security investigation, if hired. [Click here for more information.](#)

Other Important Information:

Benefits: The Federal Government offers exceptional benefits to employees, including opportunities for training and advancement, health insurance, vacation and sick leave, life insurance, long term care insurance, retirement benefits, flexible spending accounts, and public transportation subsidies. The link below provides an overview of the benefits currently offered to Federal Employees: <http://www.usajobs.opm.gov/ei61.asp>

CTAP/ICTAP: If you are eligible under the Career Transition Assistance Program or the Intergovernmental Career Transition Assistance Program (ICTAP/CTAP), you may apply for special selection for this position over other candidates. http://www.opm.gov/rif/employee_guides/career_transition.asp

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

Special Hiring Authorities for Non-Veterans: 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.) may apply and will be considered noncompetitively for this vacancy. You must indicate on your application if you are applying under a special program and must submit proof of eligibility with their application and submit two complete applications.

If you are a male applicant born after December 31, 1959, you are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986. Failure to register will result in your ineligibility for Federal employment.

Qualification Requirements: Additional information on the qualification requirements for this position is outlined in the OPM Qualifications Standards Handbook of General Schedule Positions. The Handbook 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>.

Reasonable Accommodation: If you require assistance with any part of the application and hiring process, please contact the Specialist listed below. The decision on granting reasonable accommodations will be made on a case-by-case basis.

EEO Statement: The BBG 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 employment organization, or other non-merit factor.

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 knowledge, skills and abilities statements. The Vacancy ID number **DEU-10-16A**, 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.

If hand carrying or using the US Mail, FedEx, etc, resumes 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 vacancy announcement. If you are using e-mail or fax, resumes **MUST** be received by 11:59 p.m. on the closing date of the announcement.

SUBJECT LINE OF EMAIL MUST READ AS FOLLOWS: TV Production Specialist, DEU-10-16A

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

AGENCY CONTACT INFORMATION:

Milsa Anglin

mlanglin@bbg.gov

Phone #: (202) 382-7500

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