

**SENIOR EXECUTIVE SERVICE  
VACANCY ANNOUNCEMENT**

**Broadcasting Board of Governors  
Washington, DC 20237**

**VACANCY NUMBER: ERB-09-121**

**OPENING DATE: June 24, 2009**

**CLOSING DATE: July 15, 2009**

**POSITION: Chief Financial Officer, ES-560**

**LOCATION:** Broadcasting Board of Governors, Office of the Chief  
Financial Officer

**AREA OF CONSIDERATION:** All Qualified Applicants  
(Federal/Non-Federal, Status/Non-Status)

\*\*\*As a result of U.S. Mail delays in the Washington, DC Metropolitan Area, **WE STRONGLY SUGGEST** that you fax, hand deliver, or use a private delivery/courier service when you submit your 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.\*\*\*

**SENIOR EXECUTIVE SERVICE (SES) INFORMATION:**

- Salaries for SES positions range from \$117,787 to \$177,000.
- Persons newly selected for appointment to an SES position must have their managerial qualifications approved by the Office of Personnel Management (OPM)
- Selectee will serve a one-year probationary period.
- The selectee will be required to complete an Executive Personnel Financial Disclosure Report in accordance with the Ethics in Government Act of 1978.
- Veterans preference does not apply to the Senior Executive Service.
- U.S. Citizenship is required.

**General Information:** The Broadcasting Board of Governors (BBG) is an independent federal agency that supervises all U.S. government-supported, non-military international broadcasting, including the Voice of America (VOA); Radio Free Europe/Radio Liberty (RFE/RL); the Middle East Broadcasting Networks (MBN, including Alhurra TV and Radio Sawa); Radio Free Asia (RFA); and the Office of Cuba Broadcasting (Radio and TV Marti).

The Office of the Chief Financial Officer is responsible for the direction of all budgeting, accounting, strategic management, and financial management operations for all of the Agency's programs.

**MAJOR DUTIES:**

The incumbent of this position serves as the Chief Financial Officer for the Broadcasting Board of Governors (BBG). As such, he or she is the principal Budget and Financial Management Officer for the BBG, including the International Broadcasting Bureau (IBB).

Plans, coordinates and directs all phases of the formulation, presentation, justification, and execution of the Agency's budget, assuming full responsibility for ensuring that budgetary planning is based upon and adequately supports Agency programs. This includes presentation to the Office of Management and Budget and relevant Congressional committees. Ensures integration of budget and strategic performance information in budget and performance management reports.

Develops all internal and Agency-wide financial systems instructions and financial training programs; plans, develops, and installs accounting systems for domestic and overseas application; renders technical fiscal advice and assistance to domestic and overseas offices; reviews Agency fiscal operations to assure performance in an efficient and economical manner; works cooperatively with other elements of the Agency in the development of total integrated financial management processes, including the agency's annual audit.

Briefs the Chairman and other members of the Broadcasting Board of Governors, the BBG Executive Director, and the Director of the International Broadcasting Bureau and the heads of the BBG broadcasting grantees, in preparation for hearings before Executive and Congressional bodies, and serves as BBG's support witness on resource, administrative, and management matters.

Oversees the administration of the Agency's domestic staff payroll, travel, and payment functions; maintains general ledgers, including special records on overseas monthly accounts; prepares quarterly statements reflecting the Agency's financial position; and maintains allotments and related allotment records. Also oversees the Agency's strategic management program.

**Eligibility Requirements:** If the successful applicant is a current Federal employee, he or she must be willing to enter the Senior Executive Service. If the successful applicant is an Agency Foreign Service employee, he/she will be retained on their Foreign Service appointment.

**PLEASE NOTE:** Current career senior executives, Qualification Review Board (QRB) certified graduates of an SES candidate development program, and individuals with SES reinstatement eligibility may be considered noncompetitively for appointment to this position if they meet the mandatory professional/technical qualifications requirements. Proof of noncompetitive eligibility is required. (SF-50 or QRB certification).

## **MANDATORY EXECUTIVE CORE QUALIFICATIONS (ECQs) :**

The applicant must file a **separate narrative** response for each ECQ. In responding to each ECQ statement, please structure your responses in terms of a specific problem or goal (CHALLENGE); the environment in which you worked to tackle the problem or goal (CONTEXT); the specific actions taken (ACTION); and the outcome from such actions (RESULTS). Please provide at least two (2) examples for each area, where practical. **The total response to all ECQs MUST NOT EXCEED 10 PAGES.** For additional information on ECQ's beyond the information provided in this document, go to website <http://www.opm.gov/ses/recruitment/ecq>.

**ECQ 1. Leading Change:** This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment. **Competencies:** Creativity & Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, Vision.

**ECQ 2. Leading People:** This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts. **Competencies:** Conflict Management, Leveraging Diversity, Developing Others, Team Building.

**ECQ 3. Results Driven:** This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks. **Competencies:** Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, Technical Credibility.

**ECQ 4. Business Acumen:** This core qualification involves the ability to manage human, financial, and information resources strategically. **Competencies:** Financial Management, Human Capital Management, Technology Management.

**ECQ 5. Building Coalitions:** This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, or international organizations to achieve common goals. **Competencies:** Partnering, Political Savvy, Influencing/Negotiating.

## **PROFESSIONAL/TECHNICAL QUALIFICATIONS (PTQs)**

The applicant must file a **separate narrative response** for each PTQ and must cite examples in support of their response.

### **Essential (Mandatory)**

In-depth knowledge of the OMB and Congressional budget processes, including the authorization and appropriations phases and the Congressional budget overview phase.

Demonstrated ability to represent the agency in high-level settings, such as OMB hearings, State negotiations, and Congressional proceedings.

Demonstrated ability to direct federal budget, strategic management, and financial management programs (including budget execution, payments, payroll, travel, reporting, and audits, and internal controls).

Demonstrated ability to supervise a staff of professionals at all levels.

### **Desirable**

Comprehensive knowledge of the mission, function, goals, organizational structure, and operations of the Broadcasting Board of Governors and its entities.

Knowledge of international affairs and U.S. foreign policy objectives.

### **All Applicants Must Submit:**

- A completed, current OF-612 or resume.
- A memorandum describing your long-term goals.
- Detailed evidence of your possession of the Executive Core Qualifications.
- Detailed evidence of your possession of the Professional/Technical Qualifications.
- The names and addresses of three current and/or former first or second level supervisors who have direct knowledge of your background and qualifications. These supervisors may be contacted to obtain an appraisal of your management skills.
- A copy of your most recent performance appraisal, if applicable.
- As a condition of employment, male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System, or are exempt from having to do so under Selective Service law.
- Current or former Federal employees must submit a copy of your most recent SF-50, Notification of Personnel Action.

**Please fax, mail or deliver application materials to:**

The International Broadcasting Bureau  
OHR/O, Room 1543  
330 Independence Avenue, SW  
Washington, DC 20237  
Fax Number: (202) 382-7541

**If you desire additional information, please contact: Carroll Cobb  
(202) 382-7518 or by e-mail at [ccobb@bbg.gov](mailto:ccobb@bbg.gov).**

**Evaluation:** The applications determined to be best qualified will be reviewed by the Executive Resources Board and forwarded to the selecting official. The final selection is subject to OPM approval.

**Drug Test:** A pre-employment drug test is required for a non-BBG applicant selected for this position. Appointment is contingent upon a negative drug test.

Relocation expenses may be paid.

**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 made on a case-by-case basis.

**THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER**