

VACANCY ANNOUNCEMENT

BROADCASTING BOARD OF GOVERNORS INTERNATIONAL BROADCASTING BUREAU VOICE OF AMERICA

Announcement No. FS-08-06

Opening Date: November 3, 2008

Closing Date: November 14, 2008

Position Title: VOA NEWS FOREIGN CORRESPONDENT

Duty Location: Jakarta News Bureau

Grade and Salary Range: FP-02 - \$77,294 - \$113,509
FP-03 - \$62,631 - \$ 91,976
FP-04 - \$50,749 - \$ 74,527

Area of Consideration: All Qualified Candidates

The foreign correspondent position at the Jakarta News Bureau is opening in December 2008, with the International Broadcasting Bureau (IBB), Voice of America (VOA), Central Programming, Central News Division. 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 Division. 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.

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.
- 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 IBB Office of Security.
- Obtain a medical clearance from the U.S. Department of State for themselves and any dependents who will accompany them overseas.

Directions for completing Knowledge, Skills and Ability Factors: Please individually address each of the KSA's below. Provide clear, concise statements describing professional accomplishments that illustrate your possession of each KSA, referencing the period source from which the work-related experience was acquired. Your examples can be drawn from any part of your experience, but must reflect personal accomplishments.

KNOWLEDGE, SKILLS AND ABILITY FACTORS

To qualify one must have sufficient experience as an International Broadcaster, Writer, and announcer to demonstrate an ability to perform the duties described. Work experience must indicate that the applicant:

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.

REQUIRED APPLICATION MATERIALS Failure to submit all required documents will result in your application not being considered.

- A complete resume
- A supplemental qualifications statement describing your possession of the relevant Knowledge, Skills and Abilities listed above.
- Demonstration tapes (audio and/or video) and writing samples.

HOW TO APPLY: (FAILURE TO SUBMIT ALL REQUIRED MATERIAL AND KSA STATEMENTS WILL RESULT IN YOUR APPLICATION NOT BEING CONSIDERED)

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

Your resume, or any other written format that adequately describes your job-related qualifications) and all other required application material can be submitted by express mail, fax or by hand-delivery only. Please ensure that your resume contains your full name, address, phone and at least four digits of your social security number.

Here's what your resume or application must contain: (in addition to specific information requested in the vacancy announcement)

JOB INFORMATION – Announcement number and Title of the position for which you are applying.

PERSONAL INFORMATION

Full Name, mailing address (with zip code) and day and evening phone numbers (with area code)

Social Security Number

Country of Citizenship (U.S. citizenship is required)

Veteran's Preference

Reinstatement eligibility

Highest Federal civil grade held (provide job series and dates held)

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

If you fax your documentation you must use a cover page. The vacancy ID number FS-08-06, Title of Position, 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.

You can mail or hand-deliver 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: Foreign Service Personnel

AGENCY CONTACT INFO:

Doris Garay-Nellius
Phone: (202) 382-7508
FAX: (202) 382-7541
Email: dnellius@bbg.gov

or

JoAnn Lusby
Phone: (202) 382-7507
FAX: (202) 382-7541
Email: jlusby@bbg.gov