



National Science Foundation

Excepted Position Vacancy

ANNOUNCEMENT NO: E20020164

OPEN: 09/19/2002

CLOSE: UNTIL FILLED

THIS IS A PERMANENT POSITION. THIS POSITION MAY BE FILLED ON A 1-YEAR OR 2-YEAR VISITING SCIENTIST, OR INTERGOVERNMENTAL PERSONNEL ACT (IPA) BASIS. INDIVIDUALS WISHING TO APPLY FOR THE VISITING SCIENTIST OR IPA SEE VACANCY ANNOUNCEMENT E20020165-Rotator.

POSITION VACANT: Biological Science Administrator (Program Director), AD-401-4. Salary ranges from \$78,265 to \$121,967 per annum.

PROMOTION POTENTIAL: Biological Science Administrator (Program Director), AD-401-4.

LOCATION: Directorate for Biological Sciences, Division of Biological Infrastructure, Research Resources Cluster, Arlington, VA.

BARGAINING UNIT STATUS: This position is inside the bargaining unit and will be filled in accordance with the Merit Staffing provisions of the collective Bargaining Agreement, Article VIII.

AREA OF CONSIDERATION: All Sources.

THIS POSITION IS OUTSIDE THE COMPETITIVE CIVIL SERVICE

Appointment to this position will be made under the Excepted Authority of the NSF Act. Candidates who do not have civil service status or reinstatement eligibility will not obtain civil service status if selected. Candidates currently in the competitive civil service will be required to waive competitive civil service rights if selected. Usual civil service benefits (retirement, health benefits, life insurance) are applicable for appointments of more than one year. Disabled veterans with 30% service-connected disabilities as well as other applicants with severe disabilities will be considered without regard to the closing date if applications are received prior to final selection.

DUTIES AND RESPONSIBILITIES: The incumbent will serve as Program Director for newly streamlined activities and anticipated emerging areas in DBI, including NSF-wide initiative areas such as the Nanoscience and Technology Program, and the BIO-wide integrative activities including the Research Coordination Networks and the Frontiers in Integrative Biology. The incumbent of this position is responsible for the planning and administration of the Program within the framework of legislation, agency policies, missions, objectives and resources and serves as spokesperson for the Program with regard to the scientific community. The incumbent is responsible for the planning, coordination and management of instrumentation, its development, facilities, and other scientific activities primarily through Federal grants and contracts to academic institutions, non-profit, non-academic institutions (professional organizations and the private sector). Other duties and responsibilities include the following:

- Encourages and supports integrative research in emerging areas of biological sciences through communicating the opportunities to the broad scientific community and the evaluation of proposals.
- Ensures broadening participation and increasing involvement of under-represented groups in program activities.
- Processes recommended grant applications and declinations, contacting successful applicants prior to the award of the grant and unsuccessful applicants as necessary.
- Follows the progress of research of grantees through site visits, progress and fiscal reports, and correspondence. Efforts are made to provide assistance to investigators whenever possible.

QUALIFICATIONS REQUIRED: For the Program Director level, applicant must have a Ph.D. or have equivalent experience in a field of biology, plus six or more years of research experience beyond the Ph.D. Quantitative biology or systems biology research experience is especially desirable. Familiarity with the NSF policies and practices will be highly desirable as well.

QUALITY RANKING FACTORS: Final ranking is based upon job-related experience, training, education, awards, performance appraisals or letters of recommendation, and the following knowledge, skills, and abilities.

- **Broad knowledge and understanding of scientific principles applicable to biology and experience in systems biology.**
- **Research, analytical and technical writing skills, which evidence the ability to perform extensive inquiry into a wide variety of significant issues and to make recommendations and decisions based on findings.**
- **Ability to organize, implement and manage in a team environment a proposal-driven grant program, allocating resources to meet a broad spectrum of program and organization goals.**
- **Knowledge of management and organization concepts, principles, practices and techniques, with expertise in large project management and/or research administration.**
- **Ability to meet and deal with scientific community and peers to advocate program policies and plans.**

CONDITIONS OF EMPLOYMENT: Appointment to this position is contingent upon successful completion of the appropriate background investigation. Satisfactory completion of a one-year trial period may also be required.

HOW TO APPLY: You may apply for this position with the Optional Application for Federal Employment (OF-612), the older Application for Federal Employment (SF-171), a resume, or other application format of your choice - so long as it contains the necessary information (summarized below). You must also submit a current Performance Appraisal or letter(s) of recommendation from professionals who can comment on your capabilities.

You must specify the job announcement number, and title and grade(s) of the job for which you are applying. You should also provide the following information: Your country of citizenship. Your social security number. Information about your education, including (1) high school graduation date and (2) college/university information - your major, and type and year of degree(s). If no degree, show total credits earned and indicate whether they are semester or quarter hours. Information about all your work experience related to this job, including job titles, duties and accomplishments, employer's name and phone number, number of hours worked per week, starting and ending dates (month and year), and annual salary. If you held various positions with the same employer, describe each separately. If you have Federal civilian experience, indicate the highest grade held, the job series, and dates held. The brochure *Applying for a Federal Job* provides information on the Federal job application process; it is available by calling the number listed below. **If your application does not provide all the information requested in the vacancy announcement, you may lose consideration for this job.**

The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

Submit all application material to National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Room 315, Arlington, VA 22230. Attn: Announcement Number E20020164. In addition to the required application materials, you are asked to complete and submit the attached Applicant Survey form. Submission of this form is voluntary and will not affect your application for employment. The information is used for statistical purposes only. For technical information call Dr. Machi F. Dilworth, Division Director, DBI on (703) 292-8470. For additional information call Jeanette Burkett, on (703) 292-4343. Hearing impaired individuals may call TDD (703) 292-8044.

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HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION**

NATIONAL SCIENCE FOUNDATION
APPLICANT SURVEY

OMB No. 3145-0096
Expiration: 7/31/2005

Vacancy Ann. #: _____ Position Status (temporary/permanent): _____

Position Title/Series/Grade: _____

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: _____ 2. Year of Birth: _____

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

- 01 - Newspaper (specify) _____
- 02 - Contact with NSF Personnel Office (Agency Bulletin Board or other Announcement)
- 03 - NSF-initiated personal contact
- 04 - Science Magazine, or other professional journal or magazine (specify) _____
- 05 - Affirmative Action Register
- 06 - Attendance at conference, meeting or job fair (specify) _____
- 07 - NSF recruitment at school or college
- 08 - Colleague referral
- 09 - NSF Bulletin
- 10 - Federal, State or local job information center
- 11 - State vocational rehabilitation agency or Veterans Administration
- 12 - State employment office
- 13 - School or college counselor or other official
- 14 - Private job Information service
- 15 - Private employment service
- 16 - Friend or relative working at NSF
- 17 - Friend or relative not working at NSF
- 18 - NSF website
- 19 - Internet or other website
- 20 - Other (specify) _____

4. Select the ethnic category with which you most closely identify:

- A. **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- B. **Not Hispanic or Latino.**

5. Select one or more racial category with which you most closely identify:

- A. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- B. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- C. **Black or African American.** A person having origins in any of the black racial groups of Africa.
- D. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- E. **White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

6. Sex (Circle the appropriate letter.) F - Female M - Male

7. Please provide information on your disability status by circling the appropriate category below:

- 1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis;
- 6. Complete paralysis; 7. Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

FOR AGENCY USE

Agency Code: _____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER