



National Science Foundation

Excepted Position Vacancy

ANNOUNCEMENT NO: E20040075

OPEN: 04/27/2004

CLOSE: 06/01/2004

THIS POSITION MAY BE FILLED THROUGH A TEMPORARY EXCEPTED SERVICE APPOINTMENT (AD-5), REIMBURSABLE INTERAGENCY DETAIL, OR INTERNAL NSF DETAIL BASIS. THE POSITION IS FOR A MINIMUM PERIOD OF TWO YEARS WITH THE POSSIBILITY OF EXTENSION FOR UP TO AN ADDITIONAL TWO YEARS. THE APPOINTMENT WILL BEGIN IN JANUARY 2005.

POSITION VACANT: Head, National Science Foundation (NSF) Tokyo Office, AD-0301-5. Annual salary ranges from \$104,927 to \$125,294. Overseas Post Allowance will also apply.

PROMOTION POTENTIAL: None

LOCATION: NSF Tokyo Office, Tokyo, Japan. The NSF Tokyo Office is part of NSF's Office of International Science and Engineering.

BARGAINING UNIT STATUS: This position is excluded from the bargaining unit.

AREA OF CONSIDERATION: All Sources

THIS POSITION IS OUTSIDE THE COMPETITIVE CIVIL SERVICE.

APPOINTMENT OPTIONS:

- **Temporary Excepted Service Appointment.** 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 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.
- **Reimbursable Interagency Detail.** Federal employees may be detailed from one agency to another under an interagency agreement. Under such an agreement, the individual would retain current employment status at the home agency and NSF would provide funding toward the detailee's salary and benefits.

DUTIES AND RESPONSIBILITIES: The NSF Tokyo Office represents NSF in Japan. The NSF Tokyo Office reports and provides analysis on science policy and programmatic developments in Japan, maintains close working relationships with science and engineering support organizations and other government and private agencies in Japan, and facilitates coordination/implementation of research and education programs and other NSF-related activities. Although the above duties are described as they relate to Japan, the Tokyo Office is meant to serve similar functions in relation to other countries in the East Asia and Pacific region when called upon by the Office of International Science and Engineering to do so. Work is conducted on a bilateral, multilateral, and regional basis. The Office is located in Tokyo, Japan and serves NSF interests in the East Asia Pacific region. Information about NSF's East Asia and Pacific Program may be found at <http://www.nsf.gov/sbe/int/start.htm>. Information about the NSF Tokyo Regional Office may be found at <http://www.nsftokyo.org/index.htm>.

QUALIFICATIONS REQUIRED: Applicants must be U.S. citizens. In addition, applicants must have a Ph.D. or equivalent professional experience in science, engineering, mathematics, or science/technology policy plus six or more years of successful research/research administration, science/engineering policy development, and/or managerial experience.

QUALITY RANKING FACTORS:

1. Knowledge of and familiarity with the National Science Foundation, sufficient to adequately represent the Foundation abroad. Includes knowledge of the mission of the Foundation, its overall strategy and objectives and how it implements these, the grant making process, and the relationship of the National Science Foundation to other agencies and to the scientific and technical enterprise of the United States.
2. Expert knowledge of a wide range of science, engineering, research and education policy issues, especially those related to Japan, and skill in policy analysis and reporting. Includes knowledge of the institutional landscape of scientific agencies and private sector research in Japan, experience interacting with Japanese officials and scientists/engineers, and a solid understanding of the major trends in Japan's scientific and technical developments.
3. Demonstrated ability to represent a major U.S. organization involved in international science and engineering cooperation. Includes the ability to facilitate initiatives with representatives of foreign governments, especially those in Japan, and with administrators and researchers in academic and scientific organizations involved in research and education, and demonstrated ability to administer human, financial, material, and information resources in a manner that accomplishes the organization's mission.
4. Demonstrated diplomatic and interpersonal skill in working with high-level officials and complex issues in both domestic and international settings, particularly in Japan.
5. Ability to work with students and young researchers and to encourage them to pursue international scientific partnerships and experiences.
6. While not essential, familiarity with U.S. embassy structure/operations and understanding of the diplomatic- and foreign-policy-related aspects of a position embedded in a U.S. Embassy setting, as well as an ability to speak and read Japanese are deemed desirable.

CONDITIONS OF EMPLOYMENT: Appointment to the position is contingent upon successful completion of the appropriate background investigation, together with required Critical-Sensitive (Top Secret) Government security clearance and State Department medical clearance. The individual selected for this position will be required to file an "Executive Branch Personnel Public Financial Disclosure Report" (SF-278) in accordance with the Ethics in Government Act of 1978. Satisfactory completion of a one-year trial period may also be required.

APPLICATION INSTRUCTIONS

Please ensure that your application includes the documents listed below and reflects your background in terms of the qualification requirements for the position.

1. Resume or other application format of your choice. Your application should contain the following information: Country of citizenship. Information about your education, your major, and type and year of degree(s). Information about all your work experience, 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 salary. If you have held various positions with the same employer, describe each separately. The brochure *Applying for a Federal Job* (OF 510) provides information on the federal job application process; it is available on OPM's website at www.opm.gov/forms/html/of.htm.

2. Narrative statement addressing your background in terms of the Quality Ranking Factors.

3. NSF Form 1232, “Applicant Survey.” Submission of this form is voluntary, although encouraged, and will not affect your application for employment. The information provided will be used only for statistical purposes.

APPLICATION SUBMISSION

Applications must be received by the closing date on this announcement. Applications may be transmitted electronically to execsrch@nsf.gov or mailed or delivered to the following address: National Science Foundation, Division of Human Resource Management, Executive Personnel, Room 315, ATTN: E2004075, 4201 Wilson Blvd., Arlington, VA 22230. Inquiries or questions should be directed to: Executive Personnel Staff at (703) 292-8755; hearing impaired individuals should call TDD (703) 292-8044. Additional information on the NSF mission, structure, programs and operations may be accessed through our Homepage www.nsf.gov. Announcement may be accessed electronically on NSF’s Homepage <http://www.nsf.gov/home/menus/jobs.htm>. 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 on this vacancy announcement.

NSF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYING A 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