



National Science Foundation

Rotational Vacancy

OFFICE OF THE DIRECTOR
OFFICE OF INTERNATIONAL SCIENCE AND ENGINEERING (OISE)
ARLINGTON, VA 22230

ANNOUNCEMENT NUMBER: E20050044-Rotators **OPEN:** 02/02/2005 **CLOSE:** 02/23/2005

POSITIONS WILL BE FILLED ON A ONE- OR TWO-YEAR VISITING SCIENTIST APPOINTMENT OR FEDERAL TEMPORARY APPOINTMENT.

RELOCATION: Relocation expenses will not be paid.

The National Science Foundation (NSF) is seeking qualified candidates for two or more temporary positions to be filled in the East Asia and Pacific Program within the Office of International Science and Engineering (OISE), Office of the Director, Arlington, VA. The selected candidates will fill the positions as either an Associate Program Manager or Program Manager.

These positions will be filled on a one- or two-year Visiting Scientist Appointment or Federal Temporary Appointment. These appointments will be made under the Excepted Authority of the NSF Act. The salary range is from \$74,782 to \$117,809 per annum for Associate Program Manager and \$88,369 to \$137,713 per annum for Program Manager depending on qualifications and experience. For temporary appointments of more than one year, the usual civil service benefits (retirement, health and life insurance) are applicable. For Visiting Scientist appointments, individuals are in a non-pay leave status from the home institution and are appointed to NSF's payroll as a Federal employee. NSF withholds Social Security and provides reimbursement for fringe benefits.

STATEMENT OF DUTIES: Program Managers are responsible for planning and administering programs aimed at enhancing research excellence through international research collaboration and/or developing the next generation of U.S. scientists and engineers by engaging students and faculty in international research projects, scientific visits, seminars and workshops, and activities related to the evaluation and dissemination of science and technology. Program Managers recommend annual and long-range budgets and programmatic activities given U.S. science policies/priorities, science and engineering developments overseas - particularly in East Asia and Pacific countries - and evolving interest and needs of the U.S. research community. OISE Program Managers regularly engage in and may share management responsibility for NSF-wide initiatives and interagency collaborations. Additional responsibilities include: the administration of the merit review process and proposal recommendations; the preparation of press releases; feature articles and material describing advances in the research supported by NSF; and coordination and liaison with other programs in NSF, other Federal agencies and U.S. and foreign scientific organizations. Associate Program Managers assist in or perform the above responsibilities as required.

QUALIFICATIONS REQUIRED: Applicants must have a Ph.D. or equivalent experience in science, engineering, mathematics, or science/technology policy plus four (Associate Program Manager) or six (Program Manager) or more years of research/research administration, science/engineering policy development, and /or managerial experience. Additional qualifications desired include:

- Ability to organize, implement and manage a proposal-driven grant program allocating resources to meet a broad spectrum of program goals.
- Ability to cooperate and work effectively with peers in other scientific disciplines on joint ventures and to present and advocate program plans and policies to individuals in the Foundation, other government agencies and academic institutions.

- Ability to interact effectively with foreign government officials and representatives of international science-related organizations.
- Knowledge and understanding of U.S. and foreign scientific and engineering trends and policies, especially those related to East Asian and Pacific countries.
- Knowledge and understanding of the budget process including developing, planning and budget formulation related to research activities.
- Advanced verbal and written communication skills.
- While not essential, the ability to speak and read one of the East Asian languages is deemed desirable.

HOW TO APPLY: Applications may be transmitted electronically to rotator@nsf.gov. Individuals may also submit a resume or any application of your choice to the National Science Foundation, Division of Human Resource Management, 4201 Wilson Blvd., Arlington, VA 22230, Attn: E20050044-Rotators. In addition, applicants should submit a narrative statement that addresses relevant background and/or experience related to the position. Submission of the attached Applicant Survey form is encouraged. Submission of this form, however, is voluntary and will not affect your application for employment (the information is used for statistical purposes). Telephone inquiries may be referred to the Executive and Visiting Personnel Branch, at (703) 292-8755. Hearing impaired individuals may call TDD (703) 292-8044. For general information about OISE and its East Asia and Pacific Program, contact Larry Weber, Senior Program Manager, Office of International Science and Engineering, at (703) 292-7240. Announcements may be accessed electronically on the World Wide Web at <http://www.nsf.gov/jobs>.

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

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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