



# National Science Foundation

## *Senior Executive Service Vacancy*

**ANNOUNCEMENT NUMBER:** S20050093

**OPEN:** 06/23/2005

**CLOSE:** 08/04/2005

**POSITION VACANT:** Deputy Director, Division of Molecular and Cellular Biosciences, Directorate for Biological Sciences (BIO)

**LOCATION:** Arlington, Virginia

The National Science Foundation Directorate for Biological Sciences (BIO) is seeking qualified candidates for the position of Deputy Director, Division of Molecular and Cellular Biosciences (MCB). MCB supports research and related activities that contribute to a fundamental understanding of life processes at the molecular, subcellular, and cellular levels. Investigator-initiated research proposals are considered in the following clusters: Biomolecular Systems, Cellular Systems, and Genes and Genome Systems. Programs in MCB also support fundamental studies leading to technological innovation, proposals with substantial computational components, and multidisciplinary and small group research. MCB programs particularly encourage submission of proposals involving microbial biology, plant biology, theoretical and computational aspects of molecular and cellular studies, and molecular evolution. Genomic approaches are encouraged in all areas. MCB also coordinates a special BIO-wide competition for Microbial Observatories and Microbial Interactions and Processes. In addition, the Division supports a variety of NSF-wide activities including Biocomplexity in the Environment, Information Technology Research, Science and Technology at the Nano-scale, and Foundation-wide activities designed to promote integration of research and education such as CAREER, and RUI.

Position will be filled on a one to three year Senior Executive Service (SES Limited Term appointment or on an Intergovernmental Personnel Act (IPA) assignment basis).

**Senior Executive Service (SES) Limited Term Appointment** The Senior Executive Service (SES) covers managerial positions above GS-15 in the Federal Service. The Federal pay range for Senior Executive Service positions is \$107,550 to \$149,200 per annum. Persons appointed to the SES are eligible for health benefits, life insurance, social security, Federal retirement and thrift savings plan coverage, and participate in the Federal leave system. Competitive status is not required, veteran's preference does not apply and there are no grade restrictions.

**Intergovernmental Personnel Act (IPA) Assignment** Individuals eligible for an IPA assignment with a Federal agency include employees of State and local government agencies or institutions of higher education, Indian tribal governments, and other eligible organizations in instances where such assignments would be of mutual benefit to the organizations involved. Initial assignments under IPA may be made for a period of up to two years. The individual remains an employee of the home institution and cost-sharing arrangements are generally negotiated between NSF and the home institution.

**STATEMENT OF DUTIES:** Serves as Deputy Director in the Division responsible for supporting research and related activities that contribute to a fundamental understanding of life processes at the molecular subcellular, and cellular levels. Participates with the Division Director in providing leadership and guidance to Division staff members, determines funding requirements, prepares and justifies budget estimates, balances program needs, allocates resources, oversees the evaluation of proposals and recommendations for awards and declinations, and represents NSF to relevant external groups. Fosters partnerships with other Divisions, Directorates, Federal agencies, scientific organizations and the academic community. Assumes the Division Director's role in the absence of the Division Director.

### QUALIFICATIONS REQUIREMENTS EXECUTIVE/MANAGERIAL

#### **Essential**

- 1. Leading Change.** Demonstrated ability to develop and implement an organizational vision that integrates key national science, technology, and education goals. Includes understanding of the relative

roles and relationships of Federal, academic and private organizations involved in conduct and support of research and education in the biological sciences. Includes the ability to formulate effective program strategies consistent with the overall goals of the organization.

2. **Leading People.** Demonstrated ability to achieve organizational objectives by creatively managing and motivating staff. Includes the ability to promote quality through the effective use of performance standards and assessment. Includes leveraging diversity and other differences, promoting developmental opportunities for staff, fostering commitment and team spirit, and constructively resolving conflicts.
3. **Results Driven Leadership.** Demonstrated knowledge and ability in planning, prioritizing, and coordinating diverse activities involving research programs in biology. Includes the ability to make timely and effective decisions and to produce results through strategic planning, and the implementation and evaluation of programs and policies. Includes the ability to address and balance complex and diverse program requirements within available resources in response to major changing needs in research and education.
4. **Business Acumen.** Demonstrated ability to utilize human, financial, material, and information resources in a manner that instills public trust and accomplishes the organization's mission, and to take advantage of new technologies to enhance the effectiveness of decision-making. Includes demonstrated ability in recruiting and selecting staff, allocating financial resources, and managing budgetary processes.
5. **Building Coalitions/Communication.** Demonstrated ability to serve as a senior spokesperson for a major organization involved in the support of biological research and education and to foster partnerships. Includes the ability to coordinate organizational strategy and initiatives in partnership with other Federal organizations and academic and industrial institutions. Includes the ability to interact constructively with Federal officials, Congress, representatives or professional organizations and the public sector.

## PROFESSIONAL/TECHNICAL

### Essential

1. Ph.D. or equivalent professional experience or a combination of education and equivalent experience in biological subdisciplines supported through the programs of the Division (e.g., cell biology, genetics, biochemistry, biophysics, or related field).
2. Substantial research contributions and strong evidence of scholarship in disciplines or cross-disciplinary areas related to the molecular and cellular biosciences, or innovative leadership in research administration.
3. Demonstrated knowledge of relevant academic community and recognized professional standing in the scientific community as evidenced by publications and/or professional leadership and awards.
4. Demonstrated knowledge of grant and contract administration, fiscal management, and budget preparation with experience in scientific research support.

## GENERAL INFORMATION

The individual selected 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.

## 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 <http://www.opm.gov/forms/html/of.htm>.

**2.) Narrative statement addressing your background in terms of (a) the executive/managerial and (b) the professional/technical requirements.**

**3.) NSF Form 1232, "Applicant Survey."** Submission of this form is voluntary 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](mailto:execsrch@nsf.gov) or mailed or delivered to the following address: National Science Foundation, Division of Human Resource Management, Executive Personnel, Room 315, ATTN: S20050093, 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 <http://www.nsf.gov/>. 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