



# National Science Foundation

## *Excepted Position Vacancy*

**ANNOUNCEMENT NO:** E20040035

**OPEN:** 02/09/04

**CLOSE:** 02/23/04

**THIS IS A PERMANENT POSITION. FEW POSITIONS MAY BE FILLED.**

**POSITION VACANT:** Mathematician (1520), or Statistician (1530), (Program Director) AD-4. Annual salary ranges from \$83,334 to \$129,864.

**PROMOTION POTENTIAL:** Mathematician or Statistician (Program Director), AD-1520/1530-4

**LOCATION:** Directorate for Mathematical and Physical Sciences, Division of Mathematical Sciences, Arlington, VA

**BARGAINING UNIT STATUS:** This position is included in the bargaining unit and will be filled in accordance with the Merit Promotion Plan described in NSF Manual 14 (PER II-100).

**AREA OF CONSIDERATION:** All Sources.

**RELOCATION:** Limited expenses may be paid.

### **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 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.

**DUTIES AND RESPONSIBILITIES:** This position is located in the Directorate for Mathematical and Physical Sciences (MPS), Division of Mathematical Sciences (DMS). The Division of Mathematical Sciences is responsible for supporting research to create new mathematical knowledge and promote the transmission and applications of mathematical methods and techniques to understand mathematical, physical, biological, engineering, and social phenomena.

The person selected for this position will be responsible for:

- Maintaining a healthy balance of support for all the needs of the research enterprise either through program, Division, Directorate, Foundation, or interagency activities.
- Managing program resources as part of a team, exercising scientific judgment to ensure integrity, consistency and timeliness in the grant/declination process.
- Advising and assisting in the development of short-and long-range plans, establishing goals and objectives for research programs.
- Planning the budget for the program considering past, present and future fiscal years.

**QUALIFICATIONS REQUIRED:** Applicants must have a Ph.D. or equivalent experience in the mathematical sciences. In addition, strong research contributions and strong evidence of scholarship in the mathematical sciences as evidenced in publications, coupled with a record of research administration, and/or managerial experience pertinent to the position, is required.

Demonstration of the latter might include holding the position of chair of an academic mathematics/statistics department or previous experience as a program officer in a federal funding agency.

## **QUALITY RANKING FACTORS:**

1. Research: Depth of scientific achievements plus a broad knowledge and understanding of the principles of research applicable to Mathematical/Physical Sciences in general.
2. Administration: Ability to organize, implement and manage a proposal-driven grant program, allocating resources to meet a spectrum of goals.
3. Ability to meet and deal with members of the scientific community and peers to effectively present and advocate program policies and plans.
4. Research, analytical and technical writing skills, which evidence the ability to perform extensive inquiries into a wide variety of significant issues and to make recommendations and decisions based on findings.

**BASIS FOR RATING:** Final ranking is based on an evaluation of your experience, education and training as they relate to the knowledge, skills and abilities specified in the Quality Ranking Factors. Current performance appraisal, letter(s) of recommendation, and awards may also be used in the evaluation process.

**CONDITIONS OF EMPLOYMENT:** Appointment to the 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. In order to ensure full consideration, it is recommended that you also submit a supplemental statement, which specifically addresses how your background and experience relate to each Quality Ranking Factor listed on this announcement.

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). ♦ Information about all your work experience related to this job, including job titles, duties and accomplishments, employer's name and phone number, 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 E20040035. 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. **ALL APPLICATION INFORMATION AND SUPPORTING DOCUMENTATION MUST BE RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.** For additional information call Myra Loyd, on (703) 292-4363. For Technical information contact Deborah Lockhart at (703) 292-4858. Hearing impaired individuals may call TDD (703) 292-8044.

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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