



National Science Foundation

Excepted Position Vacancy

ANNOUNCEMENT NO: E20050031
THIS IS A PERMANENT POSITION.

OPEN: 12/28/04

CLOSE: 1/12/2005

POSITION VACANT: Program Manager, AD-0340-04. Annual salary ranges from \$85,210 to \$132,791.

PROMOTION POTENTIAL: NONE

LOCATION: Office of the Director, Office of International Science and Engineering, Arlington, VA.

RELOCATION: Expenses will NOT be paid.

BARGAINING UNIT STATUS: This position is included in 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 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 individual selected for this position will serve as Program Manager of the Office of International Science and Engineering (OISE). The Program Manager will be responsible for planning and administering programs aimed at enhancing research excellence through international research collaboration and/or developing the next generation of U.S. scientist and engineers by engaging students and faculty in international research projects, scientific visits, seminars and workshops related to the evaluation and dissemination of science and technology. The Program Manager will recommend annual and long-range budgets and programmatic activities given U.S. science policies/priorities, science and engineering developments overseas and evolving interests 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.

QUALIFICATIONS REQUIRED: Applicants must have a Ph.D. or equivalent 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 pertinent to the position.

QUALITY RANKING FACTORS:

- 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 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.
- Knowledge and understanding of the budget process including developing, planning and budget formulation relating to research activities.
- Advanced verbal and written communication skills.

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 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). 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.

You may submit your application via e-mail to ywoodwar@nsf.gov or submit all application material to National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Room 315, Arlington, VA 22230. Attn: Announcement Number E20050031. 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 FORMS MUST BE RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.** For additional information call Yvonne Woodward, on (703) 292-4386. Hearing impaired individuals may call TDD (703) 292-8044.

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