



**National Science Foundation
4201 Wilson Boulevard
Arlington, Virginia 22230**

ISE 14-001

**Dear Colleague Letter: Office of International and Integrative Activities,
International Science and Engineering - Employment Opportunities for Program
Managers (Open Until Filled)**

Date: February 18, 2014

Dear Colleague:

The Office of International and Integrative Activities, International Science and Engineering (OIIA-ISE), within the Office of the Director at the National Science Foundation, announces a nationwide search for senior-level scientists to fill open Program Manager positions.

Formal consideration of interested applications will begin on March 10, 2014 and will continue until selections are made.

ISE serves as a focal point for international science and engineering activities inside and outside NSF, promotes the development of an integrated, NSF-wide international strategy, and manages international programs that are innovative and catalytic. ISE invests in programs that expand and enhance leading-edge international research and education opportunities for U.S. scientists and engineers, especially at the early career stage. ISE supports international-related research in any disciplinary field supported by NSF and in any global region. ISE is in the Office of the NSF Director and carries out its functions through close partnership with all NSF Directorates and Offices. More information about ISE can be found at <http://www.nsf.gov/od/ia/ise/index.jsp>.

The individual selected for this position will serve as a Program Manager. The Program Manager works with NSF directorates and U.S. researchers to identify and facilitate new opportunities for partnerships and leveraging of resources; contributes to the establishment of section-wide goals and objectives, initiating new program thrusts and phasing out old programs; supports NSF's representational and diplomatic obligations for meetings with international visitors and delegations; designs and implements high quality proposal solicitation, review and recommendations, making program funding, and program management recommendations, often in close coordination with foreign NSF counterpart agencies; conducts outreach within NSF and within the larger STEM community to publicize NSF funding opportunities that advance international collaboration; engages in coordinated management responsibility for NSF-wide initiatives and assists in the coordination of policies and programs with other Federal agencies and with U.S. and foreign scientific organizations; contributes to the intellectual integration of programs supported by IIA/ISE, and monitors ongoing grants, contracts, interagency and cooperative agreements to ensure fulfillment of commitments to NSF; evaluates progress of awards through review and evaluation of reports and publications and by conduct of onsite or offsite meetings with awardees; and recommends new or revised policies and plans scientific, fiscal, and administrative matters to improve program management and implementation;

Applicants must possess a Ph.D. or equivalent experience in any of the scientific fields supported by the NSF. In addition, six or more years of successful research, research administration, and/or

managerial/policy experience pertinent to the position is required.

The Program Manager position recruited under this announcement will be filled under the following appointment types:

Visiting Scientist, Engineer or Educator (VSEE) Appointment: A VSEE appointment will be made under the Excepted Authority of the NSF Act. Visiting Scientists are on non-paid leave status from their home institution and placed on the NSF payroll as Federal employees. NSF withholds Social Security taxes and pays the home institution's contributions to maintain retirement and fringe benefits (i.e., health benefits and life insurance), either directly to the home institution or to the carrier. Appointments are usually made for one year and may be extended for an additional year by mutual agreement.

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 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, and life insurance) are applicable for appointments of more than one year. Temporary appointments may not exceed three years.

For additional information on NSF's rotational program please visit:

https://www.nsf.gov/about/career_opps/rotators/

Applications will be accepted from US Citizens. Recent changes in Federal Appropriations Law requires Non-Citizens to meet certain eligibility criteria to be considered. Therefore, Non-Citizens must certify eligibility by signing and attaching this [Citizenship Affidavit](#) to their application. Non-citizens who do not provide the affidavit at the time of application will not be considered.

In addition to addressing current openings, our intention is to develop a candidate pool for future consideration as other openings at the Program Manger level become available in ISE. These needs are detailed and updated regularly on the NSF website: <http://www.nsf.gov/careers/openings/>. We ask your assistance in conveying this information to those of your colleagues who have a compelling interest in the opportunities facing engineering education and research, would make a strong contribution to the work of ISE, and could meet the stimulating challenges of an appointment with the Foundation.

Candidates will be ranked in accordance with the following factors:

1. Working knowledge of NSF's and ISE's mission and programmatic activities
2. Ability to manage a proposal-driven grant program, allocating resources to meet a broad spectrum of program goals.
3. Ability to cooperate and work with peers across scientific disciplines and to advocate program plans and policies to individuals within the Foundation, to other government agencies, and with institutions, both within the U.S. and internationally.
4. Experience in managing research and education initiatives aimed at providing faculty, researchers, and students with international research opportunities.
5. Ability to interact effectively and diplomatically with foreign government officials and representatives of international science-related organizations.
6. In-depth understanding of U.S. and foreign scientific and engineering research and education trends and policies, with strong expertise in one or more foreign countries in one of ISE regions.
7. While not essential, an ability to speak a foreign language related to your country(ies) of expertise is deemed desirable.

Individuals interested in applying for this Program Manager position should send a current CV and

statement of interest to:

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