



National Science Foundation

Excepted Position Vacancy

ANNOUNCEMENT NO: E20040005A

OPEN: 10/16/03

CLOSE: 11/28/03

"THIS VACANCY IS AMENDED TO CHANGE THE CLOSING DATE FROM 11/13/03 TO 11/28/03"

THIS IS A PERMANENT POSITION.

POSITION VACANT: Assistant Program Officer, AD*-2. Annual salary ranges from \$48,451 to \$89,774.
***THIS IS AN INTERDISCIPLINARY POSITION TO BE FILLED AS A MATHEMATICAL STATISTICIAN AD-1529, OR MATHEMATICIAN AD-1520.**

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

BARGAINING UNIT STATUS: Additionally, in connection with your appointment, you will be excluded from the NSF Bargaining Unit and therefore ineligible to participate in the management of and be represented by NSF Local 3403, AFGE.

AREA OF CONSIDERATION: All Sources.

RELOCATION: Expenses will not 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 incumbent will work with the Division Director, Executive Officer and Program Directors to assist with various technical and administrative tasks. A basic knowledge of the Mathematical Sciences is essential and a working knowledge of other sciences is important. Assignments include; writing reports, data analysis, liaison with other NSF programs and other government agencies, and exchanging information with the Mathematical Sciences research community. The Division of Mathematical Sciences has 25 program directors 8 program assistants and handles 2,400 proposal actions annually.

The person selected for this position will be responsible for the handling of several aspects of program operations including; working with the Division Director and Executive Officer to develop scientific or administrative data that can be used in preparing analytical and interpretive reports and guides to future initiatives and decision making. Helps tabulate, organize and analyze data for program annual reports. Assists with the preparation of program "nuggets". Handles or re-directs questions from the scientific community concerning operations of sub-programs or of specific solicitations. Works closely with the support staff in entering and collecting data relevant to the management of program activities. Works with Program Directors to expand the reviewer base and to perform library research to help Program Directors identify less obvious conflicts of interest.

QUALIFICATIONS REQUIRED: Applicants must have a Ph.D. in the field of mathematics, statistics or related field; OR a Masters degree in the areas previously mentioned plus two or more years of successful research, research administration, and/or managerial experience pertinent to the position; or equivalent experience.

QUALITY RANKING FACTORS:

1. Broad knowledge and understanding of the scientific principles of research applicable to Mathematics/Physical Sciences in general.
2. Knowledge of scientific research and educational programs sufficient to understand the rationale for priorities, importance of developing areas, relations to other fields, and potential for contribution to achievement of national goals.
3. Ability to communicate effectively, both orally and in writing, in order to present information accurately and effectively in order to serve as liaison both within and outside the agency.
4. Advanced analytical abilities, and the capacity to synthesize multiple sources of information and develop original methods and solutions.

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). 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.

Submit all application material to National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Room 315, Arlington, VA 22230. Attn: Announcement Number E20040005A. 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 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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STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION.**