



National Science Foundation

Rotational Vacancy

ANNOUNCEMENT NUMBER: E20060097-Rotator OPEN: 05/09/2006 CLOSE: 05/30/06

POSITIONS WILL BE FILLED ON A ONE- OR TWO-YEAR VISITING SCIENTIST APPOINTMENT OR FEDERAL TEMPORARY APPOINTMENT.

The National Science Foundation (NSF) is seeking a qualified candidate for the position of Assistant/Associate Program Manager in the Americas Program within the Office of International Science and Engineering (OISE), Office of the Director, Arlington, VA. The desired start date for this appointment is Spring 2006, subject to negotiation/availability.

The Office of International Science and Engineering serves as a focal point for international science and engineering activities both inside and outside NSF. OISE promotes the development of an integrated, Foundation-wide international strategy, and manages international programs that are innovative, catalytic, and responsive to a broad range of NSF interests. OISE 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. OISE supports international-related research in any disciplinary field supported by NSF and in any global region. It works to build and strengthen effective institutional partnerships throughout the global science and engineering research and education community, and it supports international collaborations in NSF's priority research areas. OISE 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 OISE can be found at <http://www.nsf.gov/div/index.jsp?div=OISE>.

The Assistant/Associate Program Manager will cover activities in the Latin American cluster of countries in OISE's Americas Program, which broadly covers activities with Mexico, the Caribbean, Central and South America. More information about AMERICAS can be found at <http://www.nsf.gov/od/oise/americas.jsp>. The Assistant/Associate Program Manager's country-specific programmatic duties will be based on the successful candidate's background/experience/interests, and on OISE/America's needs.

This position will be filled on a one- or two-year Visiting Scientist Appointment or as a Federal Temporary Appointment. Visiting Scientist and Federal Temporary appointments will be made under the Excepted Authority of the NSF Act with a current salary range of \$54,272 to \$100,554 for Assistant Program Manager, and \$77,353 to \$121,856 for Associate Program Manager, depending on qualifications and experience. For Visiting Scientist appointments, individuals are in a non-pay leave status from the home institution and are appointed to NSF's payroll as a Federal employee. NSF withholds FICA and provides reimbursement for fringe benefits. For Federal Temporary appointments of more than one year, the usual civil service benefits (retirement, health and life insurance) are applicable. For more information regarding appointments, visit our website at http://www.nsf.gov/about/career_opps/.

DUTIES AND RESPONSIBILITIES: The individual selected for this position will serve as either Assistant Program Manager or Associate Program Manager. Assists in the implementation, review, funding, post-award management, and evaluation of the program and contributes to the intellectual integration with other programs supported by OISE. Designs and implements the proposal review and evaluation process for relevant proposals, often in close coordination with foreign NSF counterpart agencies. Selects well-qualified individuals to provide objective reviews on proposals either as individuals or as members of a panel. Conducts final review of proposals and evaluations, and recommends acceptance or declination. Manages 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 submitted by awardees and/or meetings at NSF and during site visits. Contributes to the responsibility for establishing goals and objectives, initiating new program thrusts and phasing out old projects. Makes arrangements, prepares materials, and participates, as appropriate, in meetings with international visitors and international travel of NSF staff. Alerts NSF staff to developments related to

science and engineering research and education in incumbent's country(ies) of responsibility. Publicizes OISE's program in relevant venues. Recommends new or revised policies and plans in scientific, fiscal, and administrative matters to improve the activities and management of the Program. OISE program officers also regularly engage in and may share management responsibility for NSF-wide initiatives, and assist in the coordination of policies and programs with other Federal agencies and with U.S. and foreign scientific organizations. Assistant Program Managers assist in or perform the above responsibilities as required.

QUALIFICATIONS REQUIRED: Assistant Program Manager applicants must have a Ph.D. or equivalent experience in any of the scientific fields supported by NSF, engineering, mathematics, or science/technology policy or a Masters in the above referenced fields plus two or more years of successful research/research administration, and /or managerial experience pertinent to the position. Associate Program Manager applicants must have a Ph.D. or equivalent experience in any of the scientific fields supported by NSF, engineering, mathematics, or science/technology policy plus four or more years of successful research/research administration, and /or managerial experience pertinent to the position.

QUALIFICATIONS DESIRED:

- Knowledge of NSF's and OISE's mission and programmatic activities;
- 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;
- Advanced verbal and written communication skills;
- Knowledge of advanced information and communications technologies and their use in enabling/enhancing international collaboration in research and education;
- Knowledge of/experience in managing international research and education initiatives aimed at providing U.S. students with international research experience;
- Ability to interact effectively with foreign government officials and representatives of international science-related organizations;
- In-depth knowledge and understanding of U.S. and foreign science and engineering research and education trends and policies, preferably with strong expertise in one or more countries in the Latin American region;
- Strong knowledge of/experience working in one or more foreign countries in the Latin American region;
- An ability to speak and read Spanish or Portuguese is highly desirable.

HOW TO APPLY: Applications may be transmitted electronically to rotator@nsf.gov. Individuals may also submit a resume or any application of your choice to the National Science Foundation, Division of Human Resource Management, 4201 Wilson Blvd., Arlington, VA 22230, Attn: E20060097-Rotator. In addition, applicants should submit a narrative statement that addresses relevant background and/or experience related to the position, as well as the desired qualifications listed within the announcement. Submission of the attached Applicant Survey form is encouraged. Submission of this form, however, is voluntary and will not affect your application for employment (the information is used for statistical purposes). Telephone inquiries may be referred to the Executive and Visiting Personnel Branch, at (703) 292-8755. Hearing impaired individuals may call TDD (703) 292-8044. For general information about OISE/AMERICAS and this position, contact Harold Stolberg, Program Coordinator, AMERICAS by e-mail at hstolber@nsf.gov or by phone at (703) 292-8704.

The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If reasonable accommodation for any part of the application and hiring process is needed, please notify the point of contact listed on this vacancy announcement.

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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