National Science Foundation
Senior Executive Service Vacancy

ANNOUNCEMENT NUMBER: S20060111-C   **OPEN:** 06/05/2006   **CLOSE:** 06/19/2006

POSITION VACANT: Senior Science Advisor, Office of the Assistant Director, Directorate for Computer and Information Science and Engineering (CISE)

LOCATION: Arlington, Virginia

SALARY RANGE: The Federal pay range for Senior Executive Service positions is $109,808 to $165,200* per annum (*subject to agency certification by OPM).

AREA OF CONSIDERATION: All Qualified Applicants. **Announcement is for a career appointment.**

STATEMENT OF DUTIES: The Senior Science Advisor, a member of the CISE senior leadership team, assists the Assistant Director and Deputy Assistant Director in the formulation of the Directorate's scientific goals, objectives and priorities, the integration of scientific and technical priorities into effective policies, strategies, and programs and the implementation of program planning, implementation, and evaluation procedures. Many of the directorate's activities have significant interagency dimensions in terms of scientific policy and programmatic development and operations. The incumbent, who takes a lead role in high-level interagency efforts, serves as a senior scientific advisor for CISE by preparing relevant analyses which provide a basis for major decisions in priority setting, directorate and program planning and internal management and for translating scientific decisions into effective budgetary and operational activities. He/she, current in the trend of research in the full range of the directorate's fields, is cognizant of current and proposed initiatives impacting the CISE directorate and provides advice on the implications of such on the Directorate's future programs and budgets.

QUALIFICATIONS REQUIREMENTS
EXECUTIVE/MANAGERIAL

Essential

1. **Leading Change.** Demonstrated ability to develop and implement an organizational vision that integrates key national science and engineering research and education goals. Includes understanding of the relative roles and relationships of Federal, academic and private organizations involved in the development and support of programs to improve the status of science and engineering research and education. Includes the ability to formulate effective program strategies consistent with the overall goals of the organization.

2. **Leading People.** Demonstrated ability to achieve organizational objectives by creatively managing and motivating staff. Includes the knowledge and ability to promote quality through the effective use of performance standards and assessment. Includes leveraging diversity and other differences, promoting developmental opportunities for staff, fostering commitment and team spirit, and constructively resolving conflicts.

3. **Results-Driven Leadership.** Demonstrated knowledge and ability in planning, prioritizing, and coordinating large, complex programs. Includes the ability to make timely and effective decisions and to produce results through strategic planning, and the implementation and evaluation of programs and policies.   Includes the ability to address and balance complex and diverse program requirements within available resources.

4. **Business Acumen.**   Demonstrated ability to utilize human, financial, material, and information resources in a manner that instills public trust and accomplishes the organization's mission, and to take advantage of new technologies to enhance the effectiveness of decision making. Includes demonstrated ability in recruiting and selecting staff, allocating financial resources, and managing budgetary processes.

5. **Building Coalitions/Communication.** Demonstrated ability to serve as a senior spokesperson for a major organization involved in the support of science and engineering research and education development initiatives, and to foster partnerships. Includes the ability to coordinate organizational strategy and initiatives with representatives of scientific and business communities and with representatives of state governments. Includes ability to interact constructively with Congress, Federal officials, representatives of professional organizations and the public.

PROFESSIONAL/TECHNICAL

Essential

1. Ph.D. or equivalent professional experience or a combination of education and equivalent experience in computer and information sciences and engineering or a related scientific or engineering field.

2. Broad knowledge of current capabilities and initiatives focused on computer and information science and engineering research and education. Demonstrated leadership in multidisciplinary or interagency initiatives advancing or leveraging computing research and education.

3. Demonstrated ability to achieve organizational goals through effective and innovative management approaches emphasizing interdisciplinary coordination and teamwork.

4. Research contributions and evidence of scholarship focusing on computer and information sciences and engineering, as indicated in publications.

5. Broad understanding of universities and other institutions where research and education in science and engineering is conducted. Knowledge of grant and contract administration, fiscal management, and budget preparation with experience in computing research and education support.

GENERAL INFORMATION

The Senior Executive Service (SES) covers managerial positions above GS-15 in the Federal Service. Persons appointed to the SES are eligible for health benefits, life insurance, social security, Federal retirement and thrift savings plan coverage, and participate in the Federal leave system. Career appointees are eligible for bonuses based on performance in addition to base pay. Competitive status is not required, veteran's preference does not apply and there are no grade restrictions. New appointees to the SES are required to serve a one-year probationary period. **Final selection of career appointees requires the approval of the U.S. Office of Personnel Management. OPM approval will be based on the selectee's background in the following 5 executive core qualification areas: (1) Leading Change, (2) Leading People, (3) Results Driven Leadership, (4) Business Acumen, and (5) Building Coalitions/Communication. These areas are incorporated in the 5 executive/managerial requirements for the position. Information about the leadership requirements for SES-level positions is available on the U.S. Office of Personnel Management website at** www.opm.gov/ses/handbook.html**. The individual selected will be required to file an "Executive Branch Personnel Public Financial Disclosure Report" (SF-278) in accordance with the Ethics in Government Act of 1978.**

EVALUATION METHOD

Applicants will be screened for basic eligibility according to the essential qualification requirements. Eligible applicants will be reviewed by an Evaluation Panel according to criteria based on the qualification requirements. The best qualified candidates will be referred to the appropriate official who will recommend selection. All applicants will be considered without regard to race, color, religion, sex, national origin, political affiliation, marital status, physical disability, age, membership in an employee organization or other non-merit reason. Any applicant may request information or appeal the procedures and operations of the merit staffing process to the Executive Resources Board.

APPLICATION INSTRUCTIONS

Please ensure that your application includes the documents listed below and reflects your background in terms of the qualification requirements for the position.

1.) Resume or other application format of your choice. Your application should contain the following information: Country of citizenship. Information about your education, your major, and type and year of degree(s). Information about all your work experience, 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 salary. If you have held various positions with the same employer, describe each separately. The brochure *Applying for a Federal Job* (OF 510) provides information on the federal job application process; it is available on OPM's website at www.opm.gov/forms/html/of.htm.

2.) Narrative statement addressing your background in terms of (a) the executive/managerial and (b) the professional/technical requirements.

3.) NSF Form 1232, "Applicant Survey." Submission of this form is voluntary and will not affect your application for employment. The information provided will be used only for statistical purposes.

APPLICATION SUBMISSION: Applications must be received by the closing date on this announcement. Applications may be transmitted electronically to execsrch@nsf.gov or mailed or delivered to the following address: National Science Foundation, Division of Human Resource Management, Executive Personnel, Room 315, ATTN: S20060111-C, 4201 Wilson Blvd., Arlington, VA 22230. Inquiries or questions should be directed to: Executive Personnel Staff at (703) 292-8755; hearing impaired individuals should call TDD (703) 292-8044. Additional information on the NSF mission, structure, programs and operations may be accessed through our Homepage www.nsf.gov**.** 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 on this vacancy announcement.

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APPLICANT SURVEY

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.

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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)_____	10 - Federal, State or local job information center
02 - Contact with NSF Personnel Office	11 - State vocational rehabilitation agency or
(Agency Bulletin Board or other Announcement)	Veterans Administration
03 - NSF-initiated personal contact	12 - State employment office
04 - Science Magazine, or other professional journal or magazine	13 - School or college counselor or other official
(specify)_____	14 - Private job Information service
05 - Affirmative Action Register	15 - Private employment service
06 - Attendance at conference, meeting or job fair	16 - Friend or relative working at NSF
(specify)_____	17 - Friend or relative not working at NSF
07 - NSF recruitment at school or college	18 – NSF website
08 - Colleague referral	19 – Internet or other website
09 - NSF Bulletin	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.

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FOR AGENCY USE

Agency Code:_____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

NSF Form 1232