



NATIONAL SCIENCE FOUNDATION  
4201 WILSON BOULEVARD  
ARLINGTON, VA 22230

Title: Director/Head National Science Foundation (NSF) Beijing Office  
Employment Opportunities--Dear Colleague Letter

Date August 21, 2007

Dear Colleague:

The Office of International Science and Engineering (OISE) announces a nationwide search for the Director/Head of the National Science Foundation's Beijing Office. Appointment to this position will be for one to three years. The incumbent is expected to have a broad knowledge of international policies and goals, and serves a key role in assuring the success of the Foundation's relations with Beijing.

The NSF Beijing Office represents NSF in China. The Office reports and provides analysis on science policy and programmatic developments in China, maintains close working relationships with science and engineering support organizations and other government and private agencies in China, and facilitates coordination/implementation of research and education programs and other NSF-related activities. Work is conducted on a bilateral, multilateral, and regional basis. The office is located in Beijing, China and serves NSF interests as they relate to China. Information about NSF's East Asia and Pacific Program may be found at <http://www.nsf.gov/div/index.jsp?div=OISE>. Information about the NSF Beijing Office may be found at <http://www.nsf.gov/od/oise/nsf-beijing-ofc.jsp>.

**Formal consideration of interested applicants will begin September 24, 2007 and will continue until a selection is made.**

**CONDITIONS OF EMPLOYMENT:** Applicants must be U.S. citizens. Appointment to the position is contingent upon successful completion of the appropriate background investigation, together with required Critical-Sensitive (Top Secret) Government security clearance and State Department medical clearance. The individual selected for this position 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. Satisfactory completion of a one-year trial period may also be required.

Appointment to this position is temporary (not to exceed 3 years) and may be filled under one of the appointment options described below. **Selection of an internal applicant will require approval from their Assistant Director/Office Director that he/she will have a position to return to at the end of the overseas appointment.**

**OPEN TO INTERNAL NSF CANDIDATES ONLY**

**Temporary Reassignment of an existing NSF Career member of the Senior Executive Service** This option is open to any NSF career member of the SES. This temporary reassignment is not to exceed 3 years and will require approval from the candidate's Assistant Director/Office Director that he/she will have a position to return to at the end of the overseas appointment.

**Senior Executive Service (SES) Limited Term Appointment** The Senior Executive Service (SES) covers managerial positions above GS-15 in the Federal Service. The Federal pay range for Senior Executive Service positions is \$143,471 to \$154,600. 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. Competitive status is not required, veteran's preference does not apply and there are no grade restrictions.

**OPEN TO ALL QUALIFIED CANDIDATES (INTERNAL AND EXTERNAL)**

If the applicant is not currently at NSF, they would have had to have been on an appointment or assignment with the Foundation within the last five years.

**Temporary (AD-5 Level) Excepted Service Appointment** Appointment to this position will be made under the Excepted Authority of the NSF Act. The Federal pay range for this AD-5 level Excepted Service appointment is \$111,676 to \$130,365. Overseas post allowance will also apply. 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.

**Professional/Technical Requirements**

1. Ph.D. or equivalent professional experience in science, engineering, mathematics, or science/technology policy plus six or more years of successful research experience.
2. Extensive knowledge and familiarity with the National Science Foundation sufficient to represent the Foundation abroad. Includes knowledge of the mission of the Foundation, its strategic plan and objectives and how it implements these, the grant making process, and the relationship of NSF to other U.S. Government agencies and to the scientific and technical enterprise of the United States.
3. Knowledge of a wide range of science and engineering policy issues, especially science and engineering issues in China, and demonstrated skill in policy analysis and reporting. Includes knowledge of science and engineering agencies and private sector research in China, experience interacting with government officials as well as scientists and engineers in China, and a solid understanding of the major trends in Chinese science and engineering developments.
4. Ability to represent a major U.S. organization involved in international science and engineering cooperation. Demonstrated diplomatic skill in working with high level officials and complex issues in both domestic and international settings, particularly in China.
5. Knowledge and ability in coordinating and implementing complex research and education programs involving international partnerships. Includes the ability to coordinate organizational strategy and initiatives with government administrators and researchers in academic and scientific organizations and ability to manage human, financial, material, and information resources.
6. Ability to work with students and young researchers and to encourage them to pursue international scientific partnerships and experiences.
7. While not essential, familiarity with the diplomatic and foreign policy related aspects of a position embedded in an Embassy setting. The ability to speak and read a Chinese language in addition to English is deemed desirable.

**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. Narrative statement addressing your background in terms of the Professional/Technical Requirements.** Candidates wishing consideration under the SES Limited Term Appointment option must also meet the five Federal-wide Executive Core Qualification (ECQ) requirements. Information on the Executive Core Qualification requirements may be found on the Office of Personnel Management's website at

<https://www.opm.gov/ses/ecq.asp>.

**2. 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](http://www.opm.gov/forms/html/of.htm).

**Application Submission:** Formal consideration of interested applicants will begin September 24, 2007 and will continue until a selection is made.

**Contact Information:**

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Applications may be transmitted electronically to:  
[execsrch@nsf.gov](mailto:execsrch@nsf.gov) or mailed to  
National Science Foundation  
4201 Wilson Boulevard, RM 315  
Arlington, VA 22230  
US  
Fax: (703) 292-9185

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REFLECTS THE DIVERSITY OF OUR NATION.**