



National Science Foundation
4201 Wilson Boulevard
Arlington, Virginia 22230

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

Date: October 29, 2009

Dear Colleague:

The Office of International Science and Engineering (OISE) announces a nationwide search for the Director/Head of the National Science Foundation's Tokyo Office. Appointment to this position will be for two years with possible extension of up to two more years. The incumbent is expected to have a broad knowledge of international policies and goals, and serves a key role in enhancing the Foundation's relations with Japan.

The Tokyo Office represents NSF throughout the East Asia and Pacific Region (except China), hereafter (EAP). The Office reports and provides analysis on science policy, and programmatic developments throughout EAP, maintains close working relationships with science and engineering support organizations and other government and private agencies, and facilitates coordination/implementation of research and exchange programs and other NSF-related activities. Activities promoted can be bilateral, multilateral, and regional basis. The Office is located in Tokyo, Japan and serves NSF interests throughout EAP. Information about NSF's Office of International Science and Engineering may be found at <http://www.nsf.gov/div/index.jsp?div=OISE>. Information about the NSF Tokyo Office may be found at <http://www.nsf-tokyo.org/index.htm>.

Formal consideration of interested applicants will begin December 1, 2009 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 4 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 4 years and will require stipulation 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.

OPEN TO ALL QUALIFIED CANDIDATES (INTERNAL AND EXTERNAL)

If the applicant is not currently at NSF, they would have had to have been at NSF 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 \$117,787 to \$132,331. 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 relevant research, research administration, and/or managerial experience. If the applicant is not currently at NSF, they would have had to have been at NSF within the last five years.
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. Expert Knowledge of wide range of science, engineering, research and education policy issues, especially those related to EAP, and demonstrated skill in policy analysis and reporting. This Includes knowledge of the institutional landscape of scientific agencies and private sector research in EAP, experience interacting with officials and scientists/engineers and a solid understanding of the major trends in EAP scientific and technical developments.
4. Demonstrated ability to represent a major U.S. organization involved in international science and engineering cooperation. Demonstrated diplomatic and interpersonal skills in working with high level officials and complex issues in both domestic and international settings, particularly in EAP.
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 administrators and researchers in governmental, academic and scientific organizations.
6. Demonstrated ability to manage human, financial, material, and information resources.
7. Ability to work with students and young researchers and to encourage them to pursue international scientific partnerships and experiences.
8. While not essential, familiarity with U.S. embassy structure/operations and understanding of the diplomatic- and foreign-policy-related aspects of a position embedded in an Embassy setting, as well as ability to speak and read an Asian language 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.

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.

Application Submission: Formal consideration of interested applicants will begin December 1, 2009 and will continue until a selection is made.

Dr. Mark A. Suskin
Acting Deputy Director
Office of International Science and Engineering
National Science Foundation
4201 Wilson Boulevard

Arlington, VA 22230
E-mail: msuskin@nsf.gov
(703) 292-7254
(703) 292-9067 (fax)

**NSF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYING A HIGHLY QUALIFIED STAFF THAT
REFLECTS THE DIVERSITY OF OUR NATION.**