Dear Colleague Letter - Division Director, Division of Chemistry (CHE) Employment Opportunity

DATE: April 23, 2012

The Directorate for Mathematical and Physical Sciences (MPS) announces a nationwide search to fill the position of Director, Division of Chemistry (CHE). Formal consideration of interested applicants will begin April 23, 2012 and continue until a selection is made. Appointment to this Senior Executive Service position may be on a career basis, or on a one- to three-year limited-term basis, with a salary range of $155,500 to $174,460. Alternatively, the incumbent may be assigned under the Intergovernmental Personnel Act (IPA) provisions[1].

The Division Director leads a team of program officers in managing a broad portfolio of investments in research and education in the chemical sciences. The incumbent has managerial and oversight responsibilities for the effective use of Division staff and resources in meeting organizational goals and objectives. This includes directing the activities of the Division, assessing the needs and trends in research and education related to the Division's programs, implementing overall strategic planning, and policy setting. The Director supervises and provides leadership and guidance to senior level CHE staff (Deputy Division Director), CHE program officers, administrative and support personnel. The Director determines funding requirements, prepares and justifies budget estimates, balances program needs, allocates resources, oversees the evaluation of proposals and recommendations for awards and declinations, and represents NSF to relevant external groups. The Director fosters partnerships with other Divisions, Directorates, Federal agencies, scientific organizations, and the academic community.

The mission of the NSF Division of Chemistry (CHE) is to support innovative research in chemical sciences, integrated with education, through strategic investment in developing a globally engaged U.S. chemistry workforce reflecting the diversity of America. CHE is responsible for programs with a total annual budget of over $230 million. These programs support research and education that expand the knowledge base of the science of chemistry through single investigator and collaborative research programs (catalysis; life processes;

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[1] **Intergovernmental Personnel Act (IPA) Assignment**: This position may be filled under provisions of the Intergovernmental Personnel Act (IPA). Individuals eligible for an IPA assignment with a Federal agency include employees of state and local government agencies, institutions of higher education, Indian tribal governments, and other eligible organizations in instances where such assignments would be of mutual benefit to the organizations involved. Initial assignments under IPA provisions may be made for a period of up to two years, with a possible extension for up to an additional two-year period. The individual remains an employee of the home institution and NSF provides funding toward the assignee's salary and benefits. Further information regarding IPA positions is available at http://www.nsf.gov/about/career_opps/rotators/ipa.jsp.

measurement and imaging; structure, dynamics and mechanism; environmental chemistry; macromolecular, supramolecular and nanochemistry; synthesis; and theory, modeling and computational chemistry), Centers for Chemical Innovation, Research Experiences for Undergraduates, Research Instrumentation and Facilities, and Special Projects.

The successful candidate will possess an established record of significant achievement in research administration as well as leadership responsibility in academe, industry or government. In addition to having a strong record of research and education accomplishments within his or her technical communities, the Division Director must be experienced and competent in technical, financial, and administrative management. He/she must work well with people, be an effective communicator, and act as a mentor to continuously develop the diversity of talents and skills of his or her colleagues at all levels.

QUALIFICATION REQUIREMENTS

EXECUTIVE/MANAGERIAL

Essential

1. **Leading Change.** Demonstrated ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Includes the ability to establish an organizational vision and to implement it in a continuously changing environment.
2. **Leading People.** Demonstrated ability to lead people toward meeting the organization's vision, mission, and goals. Includes the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.
3. **Results-Driven Leadership.** Demonstrated ability to meet organizational goals and customer expectations. Includes the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.
4. **Business Acumen.** Demonstrated ability to manage human, financial, and information resources strategically.
5. **Building Coalitions.** Demonstrated ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector l organizations, foreign governments, or international organizations to achieve common goals.

PROFESSIONAL/TECHNICAL

Essential

1. Ph.D. or equivalent professional experience, or a combination of education and equivalent experience in chemistry or a closely related field.
2. Substantial research contributions and strong evidence of scholarship in areas related to chemistry as evidenced by publications, innovative leadership in research administration, and professional leadership and awards in these technical areas.

3. Skill in balancing complex and diverse program demands and available resources in response to major advances or changing needs of science and engineering research and technology.
4. Demonstrated ability to exercise sound professional judgment in recommending the initiation of research in the field of chemistry or a closely related field.
5. Broad understanding of universities and other institutions where research and education in science and engineering is conducted including knowledge of grant administration and fiscal management with experience in chemistry research support.

Applications will be accepted from US Citizens. Due to a recent change in Federal Appropriations Law, only Non-Citizens who are permanent US residents and actively seeking citizenship can be considered. Therefore, you are required to provide documentation that confirms you are actively seeking citizenship at the time you submit your application. Non-citizens who do not provide documentation will not be considered.

Under the provisions of the Intergovernmental Personnel Act (IPA), non-citizens may be considered as long as the individual is employed at an IPA-eligible institution

Application Instructions: You may view the vacancy announcement (CHE-2012-0006) for this position at **USAJOBS: http://www.usajobs.gov/GetJob/ViewDetails/314855500**. Please submit a current CV accompanied by a cover letter or supplemental statement that addresses the qualification requirements of the position. Applications should be transmitted electronically to execsrch@nsf.gov or mailed or delivered to the following address:

National Science Foundation
Executive Personnel and Visiting Personnel Branch
Division of Human Resource Management
4201 Wilson Boulevard Room 315 - CHE-2012-0006
Arlington, VA 22230
ATTN: Meredith Berwick
(703)292-8267

General inquiries should be directed to:
Dr. Celeste M. Rohlfing
Search Committee Coordinator
(703)292-8800
crohlfin@nsf.gov

Sincerely,
Celeste M. Rohlfing
Search Committee Coordinator

NSF is an equal opportunity employer committed to employing a highly qualified staff that reflects the diversity of our nation.