

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

DATE: August 25, 2014

The Directorate for Mathematical and Physical Sciences (MPS) announces a nationwide search to fill the position of Deputy Division Director, Division of Chemistry (CHE). Appointment to this Senior Executive Service position will be on a career basis with a salary range of \$157,000-\$174,100.

The Division of Chemistry (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; 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 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.

Within the Division, the Deputy Division Director works with the Division Director in providing leadership and management to the Division's programs and assists the Division Director in carrying out Division-wide responsibilities such as the preparation of budget submissions for Congress, oversight and management of the Division budgets, and the recruitment of scientific staff. The incumbent also supervises and provides leadership and guidance to administrative and support personnel within the Division. Externally, the Deputy Division Director represents the Division in a variety of NSF-wide and interagency activities related to research and education, and in interactions with the community. The Deputy Division Director assumes the Division Director's role in the absence of the Division Director.

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 Deputy 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 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. 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. Recent changes in Federal Appropriations Law require Non-Citizens to meet certain eligibility criteria to be considered. Therefore, Non-Citizens must certify eligibility by signing and attaching this [Citizenship Affidavit](#) to their application. Non-citizens who do not provide the affidavit at the time of application will be considered as an IPA only.

Application Instructions: You may view the vacancy announcement (CHE-2014-0003) for this position at **USAJOBS:** <https://www.usajobs.gov/GetJob/ViewDetails/379377200>. 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-2014-0003
Arlington, VA 22230
ATTN: Krystal Mendenhall
(703)292-4345

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

Sincerely,
Celeste M. Rohlfin
Search Committee Coordinator

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