

Dear Colleague Letter – Head, Office of Multidisciplinary Activities and Senior Advisor for Science. Office of the Assistant Director, Directorate of Mathematical and Physical Sciences

DATE: October 2, 2020

The Directorate for Mathematical and Physical Sciences (MPS) announces a nationwide search to fill the position of Head, Office of Multidisciplinary Activities (OMA) and Senior Advisor for Science, Office of the Assistant Director. Appointment to this Excepted Service position may be on a Permanent or Temporary AD-05 basis, with a salary range of \$170,740 to \$189,296. Alternatively, the incumbent may be assigned under the Intergovernmental Personnel Act (IPA) provisions. Information about the directorate's activities may be found at <https://www.nsf.gov/dir/index.jsp?org=mps>.

The OMA Head serves as an advisor to the Assistant Director (AD) and Deputy Assistant Director (DAD) on scientific, policy, and management matters related to the management and support of research in the Directorate. Key functions and responsibilities include:

Strategic leadership and stewardship of new directions in MPS

- Engages with the MPS AD, DAD, Division Directors, Deputy Division Directors, and program staff to identify, lead, establish, and pursue new directions within MPS, particularly in alignment with NSF's investment priorities.
- Assists in identifying and development of emerging areas of science, defining their purpose and identifying areas of emphasis.

Coordination of activities in establishing new collaborations and partnerships

- Leads the development of policies and procedures related to carrying out new research programs that engage with external partners.
- Coordinates and liaises with academia and industry on potential partnerships in areas of research, education, and research infrastructure supported by MPS divisions.
- Remains cognizant of other funding opportunities or programs in similar or related programmatic areas, including those within NSF, at other agencies or organizations, and in other countries.

Program management and oversight

- Serves as the directorate liaison to MPS Advisory Committee and its subcommittees.
- Assists MPS AD in managing reconsideration cases.

Outreach and broadening Participation

- Coordinates and develops directorate wide broadening participation activities to increase diversity in workforce supported by MPS.
- Promotes representation of researchers from under-represented minority groups, women, and persons with disabilities on advisory committees, review panels, and other mechanisms through which the scientific community provides assistance to the Foundation.

Strategic leadership and stewardship of Office of Multi-disciplinary Activities (OMA)

- Identifies goals and objectives of OMA activities and works with the MPS AD and DAD in planning OMA annual budget and establishing funding priorities.

- Evaluates progress toward achievement of established goals and objectives in OMA annual reports.

To qualify, candidates must have a Ph.D. in a field of science supported by or closely related to MPS. The successful candidate will possess an established record of significant achievement in support of senior leadership of MPS in recommending and implementing new or modified policies and plans in scientific, fiscal, and administrative matters to improve the activities of management. In addition to having a strong record of research and education accomplishments within his or her technical communities, the Senior Advisor 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.

Applicants are highly encouraged to address the following professional skills within your cover letter, which will be used to evaluate your experience, education and training as related to the knowledge, skills and abilities for this position during the review process:

- Substantial research and strong evidence of scholarship and leadership in the mathematical and physical sciences or a closely related field as evidenced in publications and other professional contributions
- Ability to support the senior leadership of MPS in recommending and implementing new or modified policies and plans in scientific, fiscal, and administrative matters to improve the activities of management
- Demonstrated ability to conceptualize effectively and communicate with others regarding complex issues and ideas in a clear and concise manner
- Experience in interdisciplinary and multidisciplinary research areas, preferably including participation in a team research environment
- Experience in interagency interaction and outreach to the scientific community

Application Instructions: For more information about this vacancy and to apply online, visit <https://www.usajobs.gov/GetJob/ViewDetails/579576600>

General inquiries should be directed to:

Tie Luo, Acting Deputy Assistant Director
Directorate for Mathematical and Physical Sciences

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