

Dear Colleague Letter – Deputy Division Director, Division of Physics (PHY) Employment Opportunity

DATE: May 1, 2013

The Directorate for Mathematical and Physical Sciences (MPS) announces a nationwide search to fill the position of Deputy Director, Division of Physics (PHY). Formal consideration of interested applicants will begin May 1, 2013 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 \$172,373. Alternatively, the incumbent may be assigned under the Intergovernmental Personnel Act (IPA) provisions¹.

The mission of the Division of Physics is to enable fundamental research and education across the intellectual frontiers of the field. Programs in six subareas support research that covers a broad spectrum of energy, time, and distance scales. Physics seeks a deep understanding of processes that describe the formation and current structure of the cosmos, the behavior of matter where quantum effects dominate, and the structure of atomic and molecular entities that shape and control the everyday world that we live in. Physics also supports the development of new tools and techniques needed to expand and refine our understanding within these many areas - from particle accelerators to probe physics at the energy frontier, to femtosecond lasers to probe and control atomic and molecular systems, to LIGO, a new window on the universe. The knowledge gained through basic research will ultimately have broad impact on other fields of science and on the health, economic strength, and defense of society, while the research activity itself will contribute to the education of the Nation's advanced high-tech workforce.

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

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.

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 physics or a closely related field.
2. Substantial research contributions and strong evidence of scholarship in areas related to physics 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 physics 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 PHY-2013-0011 for this position at **USAJOBS:** <https://www.usajobs.gov/GetJob/ViewDetails/342744500>. 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
Arlington, VA 22230
ATTN: Concetta Brown Stewart
(703) 292-4912

General inquiries should be directed to:
Dr. C. Denise Caldwell
Search Committee Coordinator
(703) 292-8890
dcaldwel@nsf.gov

Sincerely,
C. Denise Caldwell
Search Committee Coordinator

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