Dear Colleague:

We have initiated a national search for the National Science Foundation’s Head of the Office of Information and Resource Management (OIRM).

OIRM provides high-quality support for the people and business needs of the National Science Foundation (NSF). The Office Head is a member of the NSF leadership team and the principal advisor to the NSF Director, Deputy Director/Chief Operating Officer, and other senior managers on agency operations issues, including those related to physical space, IT, and personnel management. The Office Head leads a diverse staff of approximately 600 federal staff and contractors. Enclosed is an information sheet that summarizes the activities and the responsibilities of the position.

Members of the search advisory committee can be found at https://www.nsf.gov/od/searches/irm-180702/irm_search_cmte.jsp. I appreciate that these accomplished individuals are willing to lend their time and expertise to help us fill this vital position.

We seek your help in disseminating this opportunity and encouraging qualified people to apply for this crucial post. Ideal candidates must demonstrate outstanding leadership; a deep appreciation for the role that science, technology, engineering, and mathematics play in our society; a grasp of the issues and challenges involved in providing operational support to a science agency; and the ability to serve effectively as a key member of the NSF leadership team. We are especially interested in identifying members of underrepresented groups, and persons with disabilities for this vital post. Individuals from any sector — academic, government, or industry — are welcome to apply.

Please see https://www.usajobs.gov/GetJob/ViewDetails/504754500 for a full position description, and instructions on submitting an application. Applications must be made through the USAJobs Web site, and must be submitted by September 7, 2018.

Your assistance in this important task is appreciated.

Sincerely,

France A. Córdova
Director

Enclosure
The National Science Foundation
Office of Information and Resource Management

The National Science Foundation (NSF) is an independent agency of the United States Government. Its vision is to enable the Nation's future through its strategic goals: expand knowledge in science, engineering, and learning; advance the capability of the Nation to meet current and future challenges; and enhance NSF’s performance of its mission. NSF invests in research and education that will advance the frontiers of knowledge and establish the Nation as a leader in transformational science; cultivate a world-class, broadly inclusive science and engineering workforce and scientifically literate citizenry; build the Nation's research capacity with critical investments in advanced instruments, tools and facilities; and cultivate a capable and responsive organization that promotes excellence in science and engineering research and education.

The Office of Information and Resource Management (OIRM) serves as the principal advisor on administrative and general management activities for the Foundation. OIRM provides leadership and direction for human resources, information systems, and administrative services for the agency itself and the larger community of scientists, engineers, and educators. OIRM is organized into three divisions — Administrative Services, Human Resource Management, and Information Systems.

The Division of Administrative Services (DAS) is committed to reliable, responsive, outstanding customer service, providing and maintaining a world-class working environment through innovative approaches and services to support NSF staff and the NSF mission. DAS supports the overall mission of the NSF by providing physical infrastructure and security services and managing a broad portfolio of administrative services for the Foundation. DAS promotes NSF internally and externally on the web, manages all print and electronic publishing needs, oversees records management for the agency, and provides leadership and support for e-business initiatives.

The Division of Human Resource Management (HRM) serves as a strategic partner to NSF, working together to achieve NSF goals through effective human capital management of both the permanent and rotating workforce. HRM supports staffing and personnel service requirements for managers and employees across the Foundation, promoting effective recruitment, retention, performance management, and learning and development activities and programs.

The Division of Information Systems (DIS) administers the agency's sophisticated information technology infrastructure, providing the hardware, software, and support systems necessary to manage the agency's grant-making process and to maintain advanced financial and accounting systems. DIS provides full life-cycle support for NSF’s corporate business solutions and is committed to assuring the availability, accessibility, security and integrity of NSF information for the Foundation's staff and more than 250,000 scientists, educators, technology experts and administrators who conduct business with NSF.

Additional information about OIRM can be found at https://www.nsf.gov/oirm/.