



National Science Foundation

Intergovernmental Personnel Act Vacancy

OFFICE OF THE DIRECTOR OFFICE OF POLAR PROGRAMS ARLINGTON, VA 22230

ANNOUNCEMENT NUMBER E20010049 IPA

OPEN: 11/22/2000

CLOSE: UNTIL FILLED

The National Science Foundation is seeking qualified candidates for the position of Assistant or Associate Program Manager in the Office of Polar Programs, Antarctic Sciences Section, Antarctic Biology and Medicine Program. The Antarctic Biology and Medicine Program is devoted to biological research in the Antarctic and supports research in the following areas: biological oceanography; terrestrial, marine and freshwater ecology; biochemistry and physiology of polar organisms; ecosystem processes, and medicine in the Antarctic. The results of this research provide a better understanding of biological processes in high-latitude regions.

Initial assignments under the IPA mechanism may be made for a period of up to two years. Individuals eligible for an IPA assignment include employees of State and local government agencies, institutions of higher education, Indian tribal governments, federally funded research and development centers and qualified non-profit organizations involved in public management in instances where such assignments would be of mutual benefit to the organizations involved. The individual remains an employee of the home institution and cost-sharing arrangements are generally negotiated between NSF and the home institution. Salary and benefits will generally parallel those at the permanent employer.

This announcement may close 14 days from opening date without notice.

This is an Interdisciplinary position and may be filled by the following disciplines: General Biological Science (401) or Oceanography (1360).

STATEMENT OF DUTIES: The incumbent serves as an Assistant or Associate Program Manager in the Office of Polar Programs, Antarctic Sciences Section, Antarctic Biology and Medicine Program. The incumbent is responsible for contributing to the Program Director's responsibility of providing an integrated and responsible NSF effort for a research program or area of a program. This includes:

- Recommending funding levels and priorities of research efforts.
- Assisting the Program Director in the responsibility for the planning and administration of the program within the framework of legislation, agency policies, missions, objectives and resources and serving as spokesperson for the NSF with regard to the scientific community in their area of scientific expertise.
- Serving as the alternate NSF representative on permanent ad hoc committees to evaluate research proposals, to assess the scientific quality and validity of ongoing and to plan future approaches.
- Conducting programmatic reviews, determining fund availability, and evaluating similar or related projects, including internal and external liaison. Site visits to Antarctica are required.

- Writing program announcements or solicitations. Advising scientists and institutions about the character of scientific work that the program may support. Assisting applicants to prepare proposals which conform to program requirements.

QUALIFICATIONS REQUIRED: For Assistant Program Manager, applicants must have a Ph.D. in oceanography, general biological science, or related field or a Masters degree in oceanography, or general biological science, plus two or more years of successful research, research administration, and/or managerial experience pertinent to the position. Applicants for the Associate Program Manager must have a Ph.D. in oceanography, general biological science, or related field or equivalent experience plus four or more years of successful research, research administration, and/or managerial experience pertinent to the position.

Applicants must be physically qualified to conduct site visits to U.S. Antarctic stations for program review of field and laboratory programs in Antarctica. The person selected to fill this position must pass the physical examination and medical screening for travel to Antarctica.

HOW TO APPLY: Individuals interested in an IPA assignment should submit a curriculum vita or resume, publications list, and a letter referencing qualifications choice to the National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Arlington, VA 22230, Attn: E20010049 IPA. In addition you are asked to complete and submit the attached Applicant Survey form. Submission of this form is voluntary and will not affect your application for employment. The information is used for statistical purposes only. Telephone inquiries may be referred to Fred Person, on (703)-292-4369. Hearing impaired individuals may call TDD 703-292-8044. Announcements may be accessed electronically on the World Wide Web at: <http://www.nsf.gov/oirm/>.

The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

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NATIONAL SCIENCE FOUNDATION
APPLICANT SURVEY

OMB No. 3145-0096
Expiration: August 2002

Vacancy Ann. #: _____ Position Status (temporary/permanent): _____

Position Title/Series/Grade: _____

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: _____ 2. Year of Birth: _____

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

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| 01 - Newspaper (specify) | 10 - Federal, State or local job information center |
| 02 - Contact with NSF Personnel Office
(Agency Bulletin Board or other Announcement) | 11 - State vocational rehabilitation agency or
Veterans Administration |
| 03 - NSF-initiated personal contact | 12 - State employment office |
| 04 - Science Magazine, or other professional journal or magazine
(specify) | 13 - School or college counselor or other official |
| 05 - Affirmative Action Register | 14 - Private job Information service |
| 06 - Attendance at conference, meeting or job fair
(specify) | 15 - Private employment service |
| 07 - NSF recruitment at school or college | 16 - Friend or relative working at NSF |
| 08 - Colleague referral | 17 - Friend or relative not working at NSF |
| 09 - NSF Bulletin | 18 - NSF website |
| | 19 - Internet or other website |
| | 20 - Other (specify) |

4. Please select the racial/ethnic category with which you most closely identify yourself. (Circle the appropriate letter)

- A. **American Indian or Alaskan Native.** A person having origins in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.
- B. **Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, the Philippine Islands, and Samoa.
- C. **Black, not of Hispanic origin.** A person having origins in any of the Black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.
- D. **Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- E. **White, not of Hispanic origin.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin.

5. Sex (Circle the appropriate letter.) F - Female M - Male

6. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis; 6. Complete paralysis; 7. Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

FOR AGENCY USE

Agency Code: _____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER