



National Science Foundation

Senior Executive Service Vacancy

ANNOUNCEMENT NUMBER: S20010137-C

OPEN: 3/26/2001

CLOSE: 5/18/2001

POSITION VACANT: Executive Officer, Office of Polar Programs

LOCATION: Arlington, VA

SALARY RANGE: ES-1 to ES-5 (\$120,261 - \$133,700). **AREA OF CONSIDERATION:** All Qualified Applicants
Announcement is for a career appointment. Position is also announced on a two-to-three year limited term appointment basis in S20010137-LTD and on an Intergovernmental Personnel Act assignment basis in S20010137-IPA.

STATEMENT OF DUTIES: The Executive Officer, the senior assistant to the Director and a member of the OPP management team, supports the Director in providing overall leadership and in coordinating and managing the activities of the Office. The incumbent is responsible to the Director for the coordination and oversight of the Office's planning, general management, new program implementation, and NSF cross-directorate activities. The Executive Officer serves as the Director, OPP, in the absence of that incumbent. The Office supports research in all areas of fundamental science and engineering in polar regions, through research grants and awards to universities and other research organizations. Its responsibilities also include interagency coordination of Arctic research and management of the U.S. Antarctic Program (USAP), as well as providing the logistics, infrastructure and science support needed for the conduct of its research programs.

QUALIFICATIONS REQUIREMENTS EXECUTIVE/MANAGERIAL

Essential

1. Demonstrated ability to develop and implement an organizational vision that integrates key national science, technology, and education goals, including conceptualizing, formulating, and implementing policy on polar research, technology, and environmental issues that effectively addresses scientific frontiers, technological or logistical barriers, international treaties and agreements, and public and private interests. (Leading Change)
2. Demonstrated ability to achieve organizational objectives by creatively managing and motivating staff and by coordinating the work of other senior managers. Includes formulating and taking action on personal initiative as well as insuring implementation of management directives. Includes the ability to promote quality through the effective use of performance standards and assessment. Includes leveraging diversity, promoting developmental opportunities, fostering commitment and team spirit, and constructively resolving conflicts. (Leading People)
3. Demonstrated knowledge and ability in planning, prioritizing, and coordinating diverse activities involving science and engineering research and infrastructure. Includes the ability to make timely and effective decisions, to produce results through strategic planning, to implement and evaluate programs and policies, and to balance complex and diverse program demands within available resources. (Results-Driven)
4. Demonstrated ability to utilize human, financial, material, and information resources in a manner that instills public trust and accomplishes the organization's mission and to take advantage of new technologies to enhance the effectiveness of decision making and mission achievement. Includes demonstrated ability in recruiting and selecting staff, allocating financial resources, and managing budgetary processes. (Business Acumen)
5. Demonstrated ability to serve as a senior spokesperson for a major scientific organization and to foster partnerships. Includes the ability to explain, advocate, and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. Involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization. (Building Coalitions/Communication)

Desirable

1. Demonstrated ability to interpret and clarify Congressional mandates, recommendations, and intent; and to project their impact on program planning and implementation.

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QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION.**

(Continued on reverse side of announcement)

Essential

PROFESSIONAL/TECHNICAL

1. Ph.D. or equivalent professional experience or both in an area of current or emerging research interest in polar regions (e.g., biology; earth, ocean and atmospheric sciences; astrophysics and astronomy; environmental sciences; social sciences; and glaciology.)
2. Experience in academic, government, and/or private endeavors in an area of fundamental science or engineering research.
3. Knowledge of current research capabilities and needs of the science community, particularly those relevant to research in polar regions and the ability to elicit such information from the community.

Desirable

1. Demonstrated ability to work effectively on interdisciplinary matters and with scientific and technical staff from many disciplines, fostering forefront interdisciplinary research programs.
2. Research experience in fields involving large-scale infrastructure, logistics and international partnerships, and/or experience in managing or coordinating such research.
3. Recognized professional status in a scientific community as evidenced by publications and/or professional leadership and awards.
4. Experience conducting or managing research in polar regions or addressing polar phenomena.
5. Experience in grant and contract administration, related to support of scientific research.

PHYSICAL REQUIREMENT: Successful qualification for this position is dependent upon successfully passing a physical examination according to standards used for U.S. Antarctic Program medical screening for travel to Antarctica.

GENERAL INFORMATION

The Senior Executive Service (SES) covers managerial positions above GS-15 in the Federal Service. Persons appointed to the SES are eligible for health benefits, life insurance, social security, Federal retirement and thrift savings plan coverage, and participate in the Federal leave system. Career appointees are eligible for bonuses based on performance in addition to base pay. Competitive status is not required, veterans preference does not apply and there are no grade restrictions. New appointees to the SES are required to serve a one-year probationary period. **Final selection of career appointees requires the approval of the U.S. Office of Personnel Management. OPM approval will be based on the selectee's background in the following 5 executive core qualification areas: (1) Leading Change, (2) Leading People, (3) Results-Driven, (4) Business Acumen, and (5) Building Coalitions/Communication. These areas are incorporated in the 5 executive/ managerial requirements for the position. The individual selected will be required to file an "Executive Branch Personnel Public Financial Disclosure Report" (SF-278) in accordance with the Ethics in Government Act of 1978.**

EVALUATION METHOD

Applicants will be screened for basic eligibility according to the essential qualification requirements. Eligible applicants will be reviewed by an Evaluation Panel according to criteria based on the qualification requirements. The best qualified candidates will be referred to the appropriate official who will recommend selection. All applicants will be considered without regard to race, color, religion, sex, national origin, political affiliation, marital status, physical disability, age, membership in an employee organization or other non-merit reason. Any applicant may request information or appeal the procedures and operations of the merit staffing process to the Executive Resources Board.

APPLICATION INSTRUCTIONS

Please ensure that your application includes the documents listed below and reflects your background in terms of the qualification requirements for the position.

1.) Resume or other application format of your choice, (including a list of publications, if available). Your application should contain the following information: Country of citizenship. Information about your education, your major, and type and year of degree(s). Information about all your work experience, including job titles, duties and accomplishments, employer's name and phone number, number of hours worked per week, starting and ending dates (month and year), and salary. If you have held various positions with the same employer, describe each separately. The brochure *Applying for a Federal Job* provides information on the federal job application process; it is available by calling the number listed below.

2.) Narrative statement addressing your background in terms of (a) the executive/managerial and (b) the professional/technical requirements.

3.) NSF Form 1232, "Applicant Survey." Submission of this form is voluntary, although encouraged, and will not affect your application for employment. The information provided will be used only for statistical purposes.

Mail or bring application to the following address: National Science Foundation, Division of Human Resource Management, Executive Personnel and Development Branch, Room 315, ATTN: S20010137-C, 4201 Wilson Blvd., Arlington, VA 22230.

Applications must be received by 5:00 p.m. on the closing date. Inquiries or questions should be directed to: Executive Personnel and Development Branch at (703) 292-8755; hearing impaired individuals should call TDD (703) 292-8044. Additional information on the NSF mission, structure, programs and operations may be accessed through our Homepage <http://www.nsf.gov>. Announcements may be accessed electronically on the World Wide Web under Vacancies on NSF's Homepage <http://www.nsf.gov/home/menus/jobs.htm>. 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 on this vacancy announcement.

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.)

- | | |
|---|---|
| 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