



# National Science Foundation

## *Intergovernmental Personnel Act Vacancy*

### DIRECTORATE FOR GEOSCIENCES DIVISION OF EARTH SCIENCES ARLINGTON, VA 22230

**ANNOUNCEMENT NUMBER: E20020022-IPA      OPEN: 12/03/2001      CLOSE: UNTIL FILLED**

The National Science Foundation (NSF) is seeking qualified candidates for the position of Program Director for the Biogeosciences and Carbon Cycle Research Program, Research Grants Section, Division of Earth Sciences, Directorate for Geosciences. The Division of Earth Sciences is responsible for managing the major earth sciences activities supported by the Foundation. It administers programs in support of basic research, facilities, and other scientific activities. Earth sciences programs are devoted to increasing basic knowledge of the structure and evolution of the earth. The Biogeosciences and Carbon Cycle Research Program supports activities aimed at a rigorous and quantitative understanding of the physical, chemical, geological, and biological processes at or near the earth's surface, in oceans and in the atmosphere. This program covers a wide range of areas relating to organic and inorganic geochemistry, soil genesis, diagenesis, land use and the carbon budget, atmospheric and oceanic carbon and nutrient cycles, applications of stable isotopes, atmosphere-ocean-land-biosphere carbon exchange, and the development of biogeochemical and carbon cycle models.

Initial assignments under the IPA mechanism may be made for a period of one to two years, and may be extended for a third year. 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. Annual salary ranges from \$74,697 to \$116,414.

**STATEMENT OF DUTIES:** The incumbent is responsible for assisting the Division Director and the Assistant Director for Geosciences in identifying emerging opportunities in the biogeosciences and carbon cycle research, initiating research programs and assessing and evaluating performance or research efforts. The incumbent is responsible for Directorate-wide planning, coordination and management of basic research, through the medium of Federal grants and contracts to academic institutions, professional organizations, and the private sector.

- Works cooperatively with other Program Directors in the Directorate, providing expert advice and guidance in matters within his/her scientific field.
- Manages/monitors grants, cooperative and interagency agreements and contracts under his/her purview to ensure fulfillment of commitments to/and by NSF; evaluates program content and progress through review and evaluation of reports and publications submitted by awardess and/or by meetings either at NSF or site visits. Revises project budgets and project descriptions as necessary and gives guidance and oversees management of projects to the extent appropriate.

- Keeps abreast of trends and developments within his/her scientific field by reading the relevant literature, attending scientific meetings, and by personal discussions with leaders in the field.
- Establishes program goals, initiates new program thrusts and phases out old projects. Maintains a healthy balance of support for all the needs of the research and education enterprise. Allocates scarce resources among major competitive projects.
- Recommends new or revised policies and plans in scientific, fiscal and administrative matters to improve the activities and management of his/her program. Conducts programmatic review, determines funds availability, and evaluates projects in the context of the broad Program and the Division, including internal and external liaison.
- Makes final reviews of completed projects including technical reports and articles for journals, publications, etc. Provides for dissemination of research accomplishments or other results from awards as appropriate.
- Represents his/her scientific discipline or area of particular competence in internal Foundation consideration of priorities and allocation of resources.

**QUALIFICATIONS REQUIRED:** Applicants must have a Ph.D. or its equivalent in earth science or related field, plus six or more years of successful research, research administration, and/or managerial experience pertinent to the position.

**HOW TO APPLY:** Individuals interested in an IPA assignment should submit a curriculum vitae or resume, publication list, and a letter referencing qualifications choice to the National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Arlington, VA 22230, Attn: E20020022-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 Maria Sutton at (703) 292-4364. 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/>.

**NSF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYING A HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION.**

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<br>(Agency Bulletin Board or other Announcement) | 11 - State vocational rehabilitation agency or<br>Veterans Administration |
| 03 - NSF-initiated personal contact   | 12 - State employment office  |
| 04 - Science Magazine, or other professional journal or magazine<br>(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<br>(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.

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**FOR AGENCY USE**

Agency Code: \_\_\_\_\_

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**