



National Science Foundation

Excepted Position Vacancy

ANNOUNCEMENT NO: E20020094

OPEN: 4/5/2002

CLOSE: 4/19/2002

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

THIS POSITION WILL BE FILLED ON A ONE OR TWO YEAR VISITING SCIENTIST, TEMPORARY BASIS OR INTERGOVERNMENTAL PERSONNEL ACT (IPA) BASIS.

POSITION VACANT: Program Director (Chemical Engineer), AD-893-4. Annual salary ranges from \$78,265 to \$121,967.

PROMOTION POTENTIAL: Program Director, AD-893-4.

LOCATION: Directorate for Engineering, Division of Chemical and Transport Systems, Chemical Reaction Processes Program, Arlington, VA.

BARGAINING UNIT STATUS: This position is included in the bargaining unit and will be filled in accordance with the merit staffing provisions of the Collective Bargaining Agreement Article VIII.

AREA OF CONSIDERATION: All Sources

THIS POSITION IS OUTSIDE THE COMPETITIVE CIVIL SERVICE

Appointment to this position will be made under the Excepted Authority of the NSF Act. Candidates who do not have civil service status or reinstatement eligibility will not obtain civil service status if selected. Candidates currently in the competitive service will be required to waive competitive civil service rights if selected. Usual civil service benefits (retirement, health benefits, life insurance) are applicable for appointments of more than one year. Disabled veterans with 30% service-connected disabilities as well as other applicants with severe disabilities will be considered without regard to the closing date if applications are received prior to final selection.

DUTIES AND RESPONSIBILITIES:

The Chemical and Transport Systems (CTS) Division is part of the National Science Foundation's Directorate for Engineering. We fund research that contributes to the knowledge base of a large number of industrial manufacturing processes and also to some natural processes that involve the transformation and transport of matter and energy. CTS supports research that involves the development of fundamental engineering principles, process control and optimization strategies, mathematical models, and experimental techniques, with an emphasis on projects that have the potential for innovation and broad application in areas such as the environment, materials, and chemical processing. The person selected for this position will be responsible for the following:

- Maintaining a healthy balance of support for all the needs of the research and education enterprise either through program, division, directorate, Foundation, or interagency activities.

- Manage program resources so as to provide optimal appropriate scientific judgment to insure integrity and consistency in the grant/declination process without conflict-of-interests, and with balance among appropriate sub-fields and institutions, and participation of all qualified scientists. Incorporate cross-directorate responsibilities into program administration.
- Represent the program, Division and Foundation within the scientific community, with other NSF Divisions, with other appropriate agencies and organizations, and with the public, accurately reflecting NSF policy and positions.
- Contribute ideas and effort to improving the quality of policies and NSF's performance of the overall mission. Develop policies and plans for strengthening research and education programs. Provide information to the community on how NSF is pursuing its mission and gather data and impressions from the community on the effectiveness of NSF's performance of its mission.

QUALIFICATIONS REQUIRED: For AD-4:

Applicants must have a Ph.D. or equivalent experience in the field of chemical engineering or a closely related field with emphasis on reaction kinetics, transport processes, and reaction engineering, and six or more years of successful research, research administration, and/or managerial experience pertinent to the position. The applicant should possess demonstrated experience in providing leadership to multi-disciplinary research programs, and also have at least two years of experience in running a proposal-driven competitive grant program.

QUALITY RANKING FACTORS:

1. Mastery of chemical engineering or related field that demonstrates a comprehensive knowledge and understanding of its scientific principles and theories.
2. Research, analytical and technical writing skills, which evidence the ability to perform extensive inquiries into a wide variety of significant issues and to make recommendations and decisions, based on findings.
3. Ability to organize implement and manage a proposal-driven grant program, allocating resources to meet a broad spectrum of program goals.
4. Knowledge of managerial and organizational concepts, principles, practices and techniques in order to plan, manage and direct multi-disciplinary and cross-functional teams.
5. Ability to interact with members of the scientific community, other funding agencies and peers to effectively present and advocate the program policies and plans.
6. Proficiency in the FastLane System, PARS, POIS, Electronic Panel System and Electronic Jacket and Microsoft applications.

BASIS FOR RATING: Final ranking is based on an evaluation of your experience, education and training as they relate to the knowledge, skills and abilities specified in the Quality Ranking Factors. Current performance appraisal, letter(s) of recommendation, and awards may also be used in the evaluation process.

CONDITIONS OF EMPLOYMENT: Appointment to the position is contingent upon successful completion of the appropriate background investigation. Satisfactory completion of a one-year trial period may also be required.

HOW TO APPLY: You may apply for this position with the *Optional Application for Federal Employment* (OF-612), the older *Application for Federal Employment* (SF-171), a resume, or other application format of your choice - so long as it contains the necessary information (summarized below). You must also submit a current Performance Appraisal or letter(s) of recommendation from professionals who can comment on your capabilities. In order to ensure full consideration, it is recommended that you submit a supplemental statement which specifically addresses how your background and experience relate to each Quality Ranking Factor listed on this announcement.

You must specify the job announcement number, and title and grade(s) of the job for which you are applying. You should also provide the following information: Your country of citizenship. Your social security number. Information about your education, including (1) high school graduation date and (2) college/university information - your major, and type and year of degree(s). If no degree, show total credits earned and indicate whether they are semester or quarter hours. Information about all your work experience related to this job, 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 annual salary. If you held various positions with the same employer, describe each separately. If you have Federal civilian experience, indicate the highest grade held, the job series, and dates held. The brochure *Applying for a Federal Job* provides information on the Federal job application process; it is available by calling the number listed below. If your application does not provide all the information requested in the vacancy announcement, you may lose consideration for this job.

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.

Submit all application material to National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Room 315, Arlington, VA 22230. Attn: Announcement Number EX00-XX. In addition to the required application materials, 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. **ALL FORMS MUST BE RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.** For additional information call Yvonne Woodward on (703) 292-4386. Hearing impaired individuals may call TDD (703) 292-8044.

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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
(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