



National Science Foundation

Rotational Vacancy

ANNOUNCEMENT NO: E20020152-Rotator

OPEN: 08/14/2002

CLOSE: Until Filled

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

The National Science Foundation is seeking a qualified candidate to be filled in the Office of International Science and Engineering (INT), Directorate for Social, Behavioral and Economic Sciences (SBE), Arlington, VA. Selected candidate will be filled as an Associate Program Manager or Program Manager, AD-0340-3/4. INT supports varied activities that include funding of cooperative research projects, scientific visits, seminars and workshops, and activities related to the evaluation and dissemination of science and technology.

The Position will be filled on a one or two year Visiting Scientist Appointment, Temporary Appointment or under the terms of the Intergovernmental Personnel Act (IPA). Temporary and Visiting Scientist appointments will be made under the Excepted Authority of the NSF Act. For temporary appointments of more than one year, the usual civil service benefits (retirement, health and life insurance) are applicable. For Visiting Scientist appointments, individuals are in a non-pay leave status from the home institution and are appointed to NSF's payroll as a Federal employee. NSF withholds Social Security and provides reimbursement for fringe benefits. For IPA assignments, the individual remains on the payroll of his/her institution and the institution continues to administer pay and benefits. NSF reimburses the institution for NSF's negotiated share of the costs. 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 nonprofit organizations. The individual remains an employee of the home institution.

DUTIES AND RESPONSIBILITIES: The incumbent has the responsibility for the planning and administration of programs that support international science activities with developing countries, especially those in Sub-Saharan Africa. Other duties and responsibilities include the following:

- Prepares and recommends, in coordination with the supervisor, annual and long-range budgets and plans. Makes recommendations about changes in the scope or thrust of the program to take into account changes in U.S. science policy and U.S. foreign policy, changing interests in the research communities, and opportunities in cooperating countries.
- Interacts with foreign government officials and science officers at U.S. Embassies in countries of responsibility. Drafts Agreements or Memoranda of Understanding to ensure that the interests of the U.S. science community and the government are properly served. Contributes to the writing of program announcements or solicitations; advises scientists and institutions about the character of scientific work that the program may support; and helps applicants prepare proposals that conform to program requirements and international agreements.
- Contributes to the establishment or modification of the system of selection of ad hoc reviewers to meet Foundation objectives and program needs. Negotiates budgets with investigators; evaluates projects and activities that are funded by reviewing interim/final reports; documents achievements and makes reports and publications available to the user community.
- Contributes to the collection, analysis and dissemination of information on foreign science and technology policy for the country (ies) assigned, developments in foreign research and opportunities for U.S. researchers for cooperative work in foreign laboratories and scientific institutions.

QUALIFICATIONS REQUIRED: Applicants for the **Associate Program Manager** must possess a Ph.D. or equivalent experience in any of the sciences supported by the National Science Foundation (NSF), plus at least four or more years of successful research, research administration, and/or managerial experience beyond the Ph.D. are required. Applicants for the **Program Manager** must possess a Ph.D. or equivalent experience in any of the sciences supported by NSF, plus at least six or more years of successful research, research administration, and/or managerial experience beyond the Ph.D. are required.

HOW TO APPLY: The salary range is from \$66,229 to \$121,967 per annum depending on qualifications and experience. Individuals interested in applying for this vacancy should submit a resume or any application of your choice to the National Science Foundation, Division of Human Resource Management, 4201 Wilson Blvd., Arlington, VA 22230, Attn: E20020152-Rotator. 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). Telephone inquiries may be referred to Maria Sutton, at (703) 292-4364. For technical information, contact Patricia Tsuchitani, Acting Deputy Division Director, at (703) 292-8710. Hearing impaired individuals may call TDD (703) 292-8044. Announcements may be accessed electronically on the World Wide Web at www.nsf.gov/jobs.

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.

**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: 7/31/2005

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. Select the ethnic category with which you most closely identify:

- A. **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- B. **Not Hispanic or Latino.**

5. Select one or more racial category with which you most closely identify:

- A. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- B. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- C. **Black or African American.** A person having origins in any of the black racial groups of Africa.
- D. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- E. **White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

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

7. 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