



National Science Foundation

Senior Executive Service Vacancy

ANNOUNCEMENT NUMBER: S20020051A-C

OPEN: 12/14/2001

CLOSE: 02/08/2002

POSITION VACANT: Deputy Director, Large Facility Projects, Office of Budget, Finance, and Award Management

LOCATION: Arlington, Virginia

SALARY RANGE: ES-1 to ES-4 (currently \$120,261 - \$133,700)

AREA OF CONSIDERATION: All Qualified Applicants

ANNOUNCEMENT IS AMENDED TO INCLUDE ASSIGNMENT UNDER THE INTERGOVERNMENTAL PERSONNEL ACT (IPA).

Announcement is for a career appointment. Position is also announced on a two-to-three year limited term appointment basis in S20020051A-LTD and on an Intergovernmental Personnel Act assignment basis in S20020051A-IPA.

STATEMENT OF DUTIES: The Office of Budget, Finance, and Award Management (BFA) Deputy Director, Large Facility Projects, serves as a member of the NSF management team overseeing the budgeting, planning, construction and operation of complex, cutting-edge, multi-user science and engineering facilities located around the world. Within NSF, responsibility for management and performance of each large facility project, from conception to operation, is vested in a Program Manager and the cognizant Division Director and Assistant Director. The BFA Deputy Director, Large Facility Projects serves as NSF's principal agent for monitoring the business operations aspects of large facility projects design, construction/acquisition, operation, management and oversight. The incumbent applies his/her technical expertise and draws on that of experts in specific relevant construction areas in meeting project quality, scope, schedule and cost goals. In partnership with NSF Program Managers for large facility projects and their Project Advisory Teams, the incumbent plays a lead role in the development, implementation and continuous improvement of NSF management and oversight policies, guidelines and procedures for large facility projects.

QUALIFICATIONS REQUIREMENTS

Essential

EXECUTIVE/MANAGERIAL

1. **Leading Change.** Demonstrated ability to contribute to development of an organizational vision for NSF large facility projects that integrates key national science and engineering research and education goals with strong management principles. Includes understanding of the relative roles and relationships between NSF and external entities (primarily universities and non-profit organizations) in the planning, construction, operation and performance of large facility projects. Includes the ability to formulate effective program management and oversight strategies for centralized and distributed large facility projects, consistent with the overall goals of the organization. Includes the ability to institutionalize shared learning and contemporary best practices in large facility project policies, guidelines and procedures.
2. **Leading People.** Demonstrated ability to achieve organizational objectives by effectively leading teams. Demonstrated ability to achieve organizational goals through effective and innovative management approaches emphasizing interdisciplinary coordination and teamwork. Includes the ability to promote quality through the effective use of performance standards and assessment. Includes leveraging diversity and other differences, identifying developmental opportunities for team members, fostering commitment and team spirit, and constructively resolving conflicts.
3. **Results-driven Leadership.** Demonstrated knowledge and ability in planning and managing the business operations aspects of construction and/or acquisition of complex, science and engineering large facility projects. Includes the ability to make timely and effective decisions, to produce results through strategic planning and implementation of protocols guiding the pre- and post-award management and oversight of large facilities.
4. **Business Acumen.** 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 large facility project management and oversight. Includes demonstrated ability in managing large facility project construction, acquisition and operations to meet project quality, scope, schedule and cost goals.
5. **Building Coalitions/Communications.** Demonstrated ability to serve as a senior NSF spokesperson on the business aspects of large facility projects. Includes the ability to coordinate organizational strategy and initiatives with representatives of science and engineering communities. Includes ability to interact constructively with Federal officials, representatives of professional organizations and the private sector, in the U.S. as well as overseas.

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

Essential

PROFESSIONAL/TECHNICAL

1. Advanced degree or equivalent professional experience or both in a field such as accounting, financial management, business administration.
2. Demonstrated knowledge and skill in the development and implementation of policies, guidelines and procedures resulting in the effective planning, construction, operations, management and oversight of large science and engineering facilities.
3. Demonstrated ability to estimate costs, plan schedules, evaluate progress toward construction and/or acquisition, and assess business operations capabilities and performance.
4. Demonstrated skill in the business operations aspects associated with planning, construction/acquisition and operation of complex, multi-user science and engineering research and education facilities.

Desirable

1. Degree or equivalent professional experience in a field of science or engineering related to the NSF mission.
2. Knowledge of Federal funding processes (i.e., cooperative agreements, grants, and contracts).

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 Leadership, (4) Business Acumen, and (5) Building Coalitions/Communication. These areas are incorporated in the 5 executive/managerial requirements for the position. Information about the leadership requirements for SES-level positions is available on the U.S. Office of Personnel Management website at <http://www.opm.gov/ses/handbook.html>. 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.** 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.
- 2.) **Narrative statement addressing your background in terms of (a) the executive/managerial requirements 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.

APPLICATION SUBMISSION: Applications must be received by the closing date on this announcement. Applications may be transmitted electronically to execsrch@nsf.gov, mailed or delivered to the following address: National Science Foundation, Division of Human Resource Management, Executive Personnel, Room 315, ATTN: S20020051A-C, 4201 Wilson Blvd., Arlington, VA 22230. Inquiries or questions should be directed to: Executive Personnel Staff 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/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 located 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.)

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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