



NATIONAL SCIENCE FOUNDATION
ANNOUNCEMENT NUMBER S20020138-IPA
SECTION HEAD, ANTARCTIC SCIENCES,
OFFICE OF POLAR PROGRAMS (OPP)

The National Science Foundation is seeking qualified candidates for the position of Section Head, Antarctic Sciences, Office of Polar Programs (OPP). In addition to seeking candidates who are interested in appointment on a Senior Executive Service career basis (S20020138-C) or limited term basis (S20020138-LTD), NSF is also inviting individuals who might be interested in an Intergovernmental Personnel Act assignment to submit an application. A statement of duties of the position and a list of qualification requirements are included below and on the reverse side of this announcement.

Initial assignments under the IPA mechanism may be made for a period of up to two years. Individuals eligible for an IPA assignment with a Federal agency include employees of State and local government agencies or institutions of higher education, Indian tribal governments, and other eligible organizations 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. **Individuals interested in an IPA assignment should submit curriculum vitae or Federal application form and a letter referencing qualifications to the following address:**

National Science Foundation
Division of Human Resource Management
Executive Personnel
ATTN: S20020138-IPA
4201 Wilson Boulevard, Room 315
Arlington, VA 22230

The closing deadline for receipt of applications is September 30, 2002.

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: S20020138-IPA, 4201 Wilson Blvd., Arlington, VA 22230. The phone number for vacancy announcements coordinated by the Executive Personnel Staff is (703) 292-8755; hearing impaired individuals should call TDD on 703-292-8044. Persons interested in the Senior Executive Service appointment options should request copies of announcements S20020138-C and S20020138-LTD for additional information and application instructions. Announcements may be accessed electronically under Vacancies on NSF's Homepage www.nsf.gov/jobs. Information on the NSF mission, structure, programs and operations may be found at www.nsf.gov. 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.

PHYSICAL REQUIREMENT: Final selection to 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.

STATEMENT OF DUTIES: The Section Head, Antarctic Sciences Section, a senior member of the Office of Polar Programs (OPP) management team, is responsible to the Office Director for the overall planning, management, and commitment of budgeted program funds for the Section. The incumbent provides leadership to the Section, which supports Antarctic glaciology, aeronomy and astrophysics, ocean and climate systems, geology and geophysics, and biology and medicine. The incumbent guides the Section in formulating and implementing its research objectives and manages its administrative, fiscal, and personnel aspects. The incumbent also works closely in collaboration with the Section Head for the Polar Research Support Section in implementing research objectives requiring Antarctic presence, and with the Section Head for Arctic Sciences in supporting bipolar research activities.

SECTION HEAD, ANTARCTIC SCIENCES, OFFICE OF POLAR PROGRAMS (OPP)

QUALIFICATIONS REQUIREMENTS

EXECUTIVE/MANAGERIAL

Essential

1. **Leading Change.** Demonstrated ability to develop and implement an organizational vision that integrates key national science, technology and education goals. Includes understanding of the relative roles and relationships of Federal, academic and private organizations involved in the development and support of programs to improve the status of science research and education. Includes the ability to formulate effective program strategies consistent with the overall goals of the organization.
2. **Leading People.** Demonstrated ability to achieve organizational objectives by creatively managing and motivating staff. Includes the ability to promote quality through the effective use of performance standards and assessment. Includes leveraging diversity and other differences, promoting developmental opportunities, fostering commitment and team spirit, and constructively resolving conflicts.
3. **Results Driven Leadership.** 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 and to produce results through strategic planning, and the implementation and evaluation of programs and policies. Includes the ability to change and balance complex diverse program demands within available resources in response to major changing needs.
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 decision making. Includes demonstrated ability in recruiting and selecting staff, allocating financial resources, and managing budgetary processes.

5. **Building Coalitions/Communication.** Demonstrated ability to serve as a senior spokesperson for a major scientific organization and to foster partnerships. Includes the ability to coordinate organizational strategy and initiatives with representatives of scientific communities and with representatives of formal and informal academic and institutional systems, community-based groups, and those responsible for the administration of research and educational institutions. Includes ability to interact constructively with Federal officials, representatives of professional organizations and the public sector.

PROFESSIONAL/TECHNICAL

Essential

1. Ph.D. or equivalent professional experience or both in an area of current or emerging research interest in polar regions (e.g., glaciology, polar aeronomy and astrophysics, polar ocean and climate systems, polar geology and geophysics, and polar biology and medicine.)
2. Demonstrated ability to work effectively with scientists from a variety of disciplines, fostering forefront disciplinary and interdisciplinary research programs.
3. Demonstrated effective leadership in research administration.
4. Recognized professional status in a scientific community involved in polar research, as evidenced by publications or professional leadership and awards.

Desirable

1. Research experience involving large-scale infrastructure, logistics and/or international partnerships.
2. Experience in grant and contract administration, related to support of scientific research.
3. Experience conducting and/or managing research in polar regions or addressing polar phenomena.

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.)

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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