



National Science Foundation

Excepted Position Vacancy

ANNOUNCEMENT NO: E20030022

OPEN: 12/11/2002

CLOSE: 02/10/2003

Appointment to this Excepted Service position may be on a permanent or 3-year temporary basis or on assignment under the provisions of the Intergovernmental Personnel Act.

POSITION VACANT: Senior Science Advisor, AD-5. Annual salary ranges from \$110,472 to \$131,881.

LOCATION: Directorate for Social, Behavioral, and Economic Sciences (SBE), Division of Social and Economic Sciences (SES), Arlington, VA.

BARGAINING UNIT STATUS: This position is excluded from the bargaining unit and will be filled in accordance with the Merit Promotion Plan described in NSF Manual 14 (PER II-100).

AREA OF CONSIDERATION: All Sources

THIS POSITION IS OUTSIDE THE COMPETITIVE CIVIL SERVICE

APPOINTMENT OPTIONS:

- **Permanent/Temporary Excepted Service Appointment.** 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.
- **Intergovernmental Personnel Act (IPA) Assignment.** 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. Initial assignments under IPA provisions may be made for a period up to two years, with a possible extension for up to an additional two-year period. The individual remains an employee of the home institution and NSF provides funding toward the assignee's salary and benefits.

DUTIES AND RESPONSIBILITIES: The Division of SES is responsible for administering the programs of the National Science Foundation that support research in these sciences, including the disciplines of economics, political science, sociology, interdisciplinary programs in decision, risk and management sciences; methodology, measurement and statistics; science and technology studies; law and social sciences; societal dimensions of engineering, science and technology; innovation and organizational change; and the program that oversees cross-directorate activities. The Senior Science Advisor advises and cooperates with the Division Director in the development and oversight of the programs of the Division. Responsibilities include: coordination of special projects and initiatives within the Division; assistance in program planning; advising on recruitment strategies for visiting scientists; training of new program officers; representation of the Division's programs and interests to senior officials in the government, academic and industrial sectors; and coordination of Division activities with other NSF organizations; working with staff to develop ideas to facilitate proposal processing and other Division activities. More information about the Division of Social and Economic Sciences and their programs can be found on their website at www.nsf.gov/sbe/ses.

QUALIFICATIONS REQUIRED: Applicants must have a Ph.D. or equivalent professional experience or a combination of education and experience in a field of social or economic science or related field.

QUALITY RANKING FACTORS:

- Demonstrated effective leadership in research or academic administration.
- Demonstrated ability in communicating effectively, both orally and in writing with Federal officials, representatives of professional organizations, the public sector, and scientific/engineering academic communities.
- Recognized professional standing in the social and economic sciences communities as evidenced by publications and/or professional awards.
- Knowledge of current and emerging trends in the social and economic sciences, including familiarity with the use of social and economic science methodologies in disciplinary and interdisciplinary contexts, and the ability to articulate a vision for the social and economic sciences, which pushes promising frontiers while building on the core strengths of established disciplines.

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.

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. The individual selected for this position 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. Satisfactory completion of a one-year trial period may also be required.

HOW TO APPLY: Please ensure that your application includes the following:

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 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. The brochure *Applying for a Federal Job* (OF 510) provides information on the federal job application process; it is available on OPM's website at www.opm.gov/forms/html/of.htm.

2.) Narrative statement addressing your background in terms of the Quality Ranking Factors listed on this announcement.

3.) NSF Form 1232, "Applicant Survey." Submission of this form is voluntary 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 or mailed or delivered to the following address: National Science Foundation, Division of Human Resource Management, Executive Personnel, Room 315, ATTN: E20030022, 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 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 on this vacancy announcement.

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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) _____
- 02 - Contact with NSF Personnel Office (Agency Bulletin Board or other Announcement)
- 03 - NSF-initiated personal contact
- 04 - Science Magazine, or other professional journal or magazine (specify) _____
- 05 - Affirmative Action Register
- 06 - Attendance at conference, meeting or job fair (specify) _____
- 07 - NSF recruitment at school or college
- 08 - Colleague referral
- 09 - NSF Bulletin
- 10 - Federal, State or local job information center
- 11 - State vocational rehabilitation agency or Veterans Administration
- 12 - State employment office
- 13 - School or college counselor or other official
- 14 - Private job Information service
- 15 - Private employment service
- 16 - Friend or relative working at NSF
- 17 - Friend or relative not working at NSF
- 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