THIS IS A PERMANENT POSITION.

THIS VACANCY IS BEING AMENDED TO READ THE FOLLOWING:

*Individuals wishing to apply for an Intergovernmental Personnel Act (IPA) basis, see vacancy announcement number E20030030.

POSITION VACANT: Arctic Natural Sciences Program Manager, AD-4. Annual salary ranges from $80,690 to $125,747.

THIS IS AN INTERDISCIPLINARY POSITION AND MAY BE FILLED IN THE BIOLOGY, 401 OR OCEANOGRAPHY, 1360 AND GENERAL PHYSICAL SCIENCES, 1301 OCCUPATIONS.

LOCATION: Office of the Director, Office of Polar Programs, Arctic Sciences Section, 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 VII.

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.

DUTIES AND RESPONSIBILITIES: Responsibilities of the program manager include, for example, long-range planning and budget development for the areas of science represented by the program or program cluster, the administration of the merit review process and proposal recommendations, preparation of press releases, feature articles and material describing advances in the research supported, and coordination and liaison with other programs in NSF, other Federal agencies and organizations.

- Maintain 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.
- Manage an effective, timely merit review process with attention to increasing the size and quality of the reviewer pools and insureing participation by women, minorities and disabled scientist.
- Visit, as appropriate, field sites and institutional facilities, science program organizational and management meetings of scientific societies where results related to arctic research are presented.
- Provide scientific expertise evaluation and advice for other programs in NSF, including international programs, other research programs, and cross-directorate programs.
Advise and assist in the development of short- and long range plans, establishing goals and objectives for research programs. Plan the budget for the program/programs considering past, present and future fiscal years.

Represent the Program, Office 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.

QUALIFICATIONS REQUIRED: Applicants must have a Ph.D. or equivalent professional experience or a combination of education and equivalent experience in relevant science areas (i.e., atmospheric sciences, biological sciences, earth sciences, glaciology, oceanography). In addition, six or more years of successful research (especially field programs), research administration, and/or managerial experience is required.

QUALITY RANKING FACTORS:

1. Broad knowledge and understanding of scientific principles and theories applicable to biological, oceanographic, and physical sciences.
2. Research, analytical and technical writing skills which evidence the ability to perform extensive inquiries into a wide variety of significant issues 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 spectrum of program goals.
4. Ability to meet and deal with members of the scientific community, other funding agencies and peers effectively present and advocate program policies and plans.

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 E20030029A. 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 Myra Loyd, on (703) 292-4363. For technical information, contact Pawnee Maiden, Office of Polar Programs at (703) 292-8030. Hearing impaired individuals may call TDD (703) 292-8044.

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

Position Status (temporary/permanent): _______________

Position Title/Series/Grade: ________________________________________________________

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

NSF Form 1232