



# National Science Foundation

## *Intergovernmental Personnel Act Vacancy*

**ANNOUNCEMENT NUMBER:** E20030030-IPA      **OPEN:** 1/9/2003      **CLOSE:** 2/24/2003

**POSITION VACANT:** Arctic Natural Sciences Program Manager, Arctic Sciences Section, Office of Polar Programs.

**THIS POSITION WILL BE FILLED UNDER THE TERMS OF THE INTERGOVERNMENTAL PERSONNEL ACT (IPA).** Individuals wishing to apply to the permanent position see vacancy announcement number E20030029.

The Office of Polar Programs' (OPP) Arctic Natural Sciences Program is a multidisciplinary program within OPP that supports research in the atmospheric sciences, biological sciences, earth sciences, glaciology, and oceanography. This program provides core support for disciplinary research in the Arctic and coordinates arctic research with the Directorates for Geosciences and Biological Sciences. Additionally, the program helps facilitate OPP multidisciplinary, cross-disciplinary and bipolar projects. Areas of special interest include: ozone depletion in the Arctic, space weather, exploration of the Arctic Ocean and environmental processes. Additional information about OPP and their programs can be found at [www.nsf.gov/od/opp/start.htm](http://www.nsf.gov/od/opp/start.htm).

Initial assignments under the IPA mechanism may be made for a period of one to two years. Assignments may be extended at the request of NSF for up to three years and fourth year with NSF's Deputy Director's approval. 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 non-profit organizations involved in public management 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. Additional information about IPA assignments can be found at [www.nsf.gov/oirm/hrm/jobs/rotators/ipa.htm](http://www.nsf.gov/oirm/hrm/jobs/rotators/ipa.htm).

**STATEMENT OF DUTIES:** Responsibilities include 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 insuring 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.

**HOW TO APPLY:** 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: E20030030-IPA. **In addition, you are encouraged to submit a narrative statement that addresses your background and/or experience related to the Program.** 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. Telephone inquiries may be referred to Karen York at (703) 292-4387. Hearing impaired individuals may call TDD (703) 292-8044.

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.

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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