National Science Foundation
Senior Executive Service Vacancy

ANNOUNCEMENT NUMBER: S20030025-C **OPEN:** 12/24/2002 **CLOSE:** 01/22/2003

POSITION VACANT: Executive Officer, National Science Board (NSB) **LOCATION**: Arlington, Virginia

SALARY RANGE: ES-1 to ES-6 ($125,972 - $138,200) **AREA OF CONSIDERATION:** All Qualified Applicants
Announcement is for a career appointment. Position is also announced on a two-to-three year limited term appointment basis in S20030025-LTD.

This announcement is being re-advertised to reflect a change in the reporting structure implemented by the President on 12/19/02. The Executive Officer position will report directly to the Chair, National Science Board. Applicants who applied under announcement number S20030001 will continue to be considered and need not reapply to this announcement.

STATEMENT OF DUTIES: Serves as Executive Officer of the National Science Board (NSB) providing support to the NSB for Board Office operations and in addressing the broad range of policy-level matters on the agenda of the National Science Board. Maintains awareness of the various perspectives on policy issues and develops and analyzes issues and strategies. Supports the Board in its interface with the President; Congress; the NSF Director; the scientific/engineering research and education community; and the public. Serves as the focal point for coordinating activities requiring Board attention and/or action, providing continuity for actions and policies through changes in membership, promoting and encouraging cooperative and supportive relationships between the Board and the Director of the Foundation, and coordinating Board administrative affairs. Serves as executive assistant to the Chairman of the Board and provides protocol guidance to the Board.

QUALIFICATIONS REQUIREMENTS
EXECUTIVE/MANAGERIAL

Essential

1. **Leading Change.** Demonstrated ability to develop and implement an organizational vision that integrates key national and program goals. Includes understanding of the roles and relationships of the components of the national policy making and implementation process and the ability to formulate effective program strategies consistent with the overall goals of the organization. Inherent is the ability to balance change and continuity – to continually strive to improve program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity.

2. **Leading People.** Ability to design and implement strategies which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals. Includes knowledge and ability in promoting quality through the effective use of performance standards and assessment. Includes leveraging diversity, promoting developmental opportunities for staff, fostering commitment and team spirit, and constructively resolving conflicts.

3. **Results Driven Leadership**. Demonstrated knowledge and ability in planning, prioritizing, and coordinating diverse activities. Includes the ability to stress accountability and continuous improvement, to make timely and effective decisions, and to produce results through strategic planning and the implementation and evaluation of programs and policies.

4. **Business Acumen.** Ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission and to take advantage of new technologies to enhance the effectiveness of decision-making and Board Office operation. Includes demonstrated ability in recruiting and selecting staff, allocating financial resources, and managing budgetary processes.

5. **Building Coalitions/Communication.** Ability to explain, advocate, and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. Involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organizations. Includes the ability to serve as a senior spokesperson for a major science policy organization.

Desirable

1. Demonstrated ability to interpret and clarify Congressional mandates, recommendations, and intent; and to identify their impact on program planning and implementation.

PROFESSIONAL/TECHNICAL

Essential

1. Ph.D. or equivalent professional experience or a combination of education and equivalent experience in a field of science or engineering related to the NSF mission and experience in science policy analysis.

2. Extensive knowledge of broad range of domestic and international S&T issues and demonstrated analytical ability and experience in addressing these issues.

3. Demonstrated ability in support of policy-determining functions of a major organization and in establishing priorities for those activities.

4. In-depth working knowledge of the science and technology policy organization and processes of the U.S. Government.

5. 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.

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** 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. 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 (a) the executive/managerial and (b) the professional/technical requirements.

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: S20030025-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 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.

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FOR AGENCY USE

Agency Code:_____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER