



National Science Foundation

Rotational Vacancy

**DIRECTORATE FOR SOCIAL, BEHAVIORAL & ECONOMIC SCIENCES
OFFICE OF INTERNATIONAL SCIENCE & ENGINEERING (INT)
ARLINGTON, VA 22230**

ANNOUNCEMENT NUMBER: E20040103A-Rotator OPEN: 8/23/04 CLOSE: 9/30/04

***ANNOUNCEMENT HAS BEEN AMENDED TO CHANGE THE QUALIFICATIONS REQUIREMENTS.**

THIS POSITION WILL BE FILLED ON A ONE OF TWO YEAR VISITING SCIENTIST OR FEDERAL TEMPORARY APPOINTMENT.

The National Science Foundation is seeking qualified candidates for a temporary position to be filled in the Office of International Science and Engineering (INT), Directorate for Social, Behavioral and Economic Sciences (SBE), Arlington, VA. The selected candidate will fill the position as Program Manager, AD-0340-4. For information on the OISE program contact Ms. Kathryn Sullivan.

DUTIES AND RESPONSIBILITIES: The individual selected for this position will serve as Program Manager of the Office of International Science and Engineering and will be responsible for planning and administration of programs aimed at enhancing research excellence through international research collaboration and/or next generation of US scientist and engineers by providing students and faculty with international research projects, scientific visits, seminar and workshops, and activities related to the evaluation and dissemination of science and technology. Program Managers also engage in and may share management responsibility for NSF-wide initiatives and interagency collaborations. Additional 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, the 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. Other duties and responsibilities include the following:

- Knowledge and understanding of scientific principles and theories applicable to the study of organizations and organizational change.
- Research, analytical, and writing skills which evidence the ability to make sound scholarly judgments, master a wide variety of theoretical and methodological approaches to research and explain in writing recommendations and decisions based on findings.
- Ability to organize, implement and manage a proposal-driven grant program allocating resources to meet a broad spectrum of program goals.
- Ability to cooperate and work effectively with peers in other scientific disciplines on joint ventures and to present and advocate program plans and policies to individuals in the Foundation, other government agencies and academic institutions
- Knowledge and understanding of the budget process including developing, planning and budget formulation.

QUALIFICATIONS REQUIRED: Applicants must have a Ph.D. or equivalent experience plus six or more years of research, research administration, and/or managerial experience pertinent to the position. This position is for a period of one or two years and may be filled on a Temporary Appointment as Visiting Scientist, Engineer, and Educator Program (VSEE) or Temporary appointments made under the Excepted Authority of the NSF Act. For temporary appointments, of more than one year, the usual civil service benefits (retirement, health and life insurance) are applicable. For Visiting Scientist appointments, individuals are in a non-pay leave status from the home institution and are appointed to NSF's payroll as a Federal employee. NSF withholds social security and provides reimbursement for fringe benefits. The salary range, which includes a locality pay adjustment, is from \$85,210 to \$132,791 per annum depending on qualifications and experience. The position will begin in the fall of 2004. Additional information about the Rotational Program can be found at <http://www.nsf.gov/oirm/hrm/jobs/rotators/vsee.htm>.

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: **E20040103A-Rotator**. In addition 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). Telephone inquiries may be referred to Jacqueline Jackson, on (703) 292-4358. For technical information, contact Ms. Kathryn Sullivan, Deputy Division Director, Office of International Science and Engineering, at (703) 292-8710. Hearing impaired individuals may call TDD (703) 292-8044. Announcements may be accessed electronically on the World Wide Web at <http://www.nsf.gov/jobs>. Applications may be transmitted electronically to rotator@nsf.gov.

ALL FORMS MUST BE RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.

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