NATIONAL SCIENCE FOUNDATION

ANNOUNCEMENT NUMBER S20040087A-IPA
HEAD, RESEARCH GRANTS SECTION, DIVISION OF EARTH SCIENCES (EAR)

***ANNOUNCEMENT HAS BEEN AMENDED TO EXTEND THE CLOSING DATE TO 09/01/2004.**

The National Science Foundation is seeking qualified candidates for the position of Head, Research Grants Section, Division of Earth Sciences (EAR), Directorate for Geosciences (GEO). In addition to seeking candidates who are interested in an appointment as a Senior Executive Service career basis (S20040087A-C) or limited term basis (S20040087A-LTD), NSF is also inviting individuals who might be interested in an Intergovernmental Personnel Act (IPA) assignment to submit an application. A statement of duties of the position and qualification requirements is included below.

Initial assignments under the IPA mechanism may be made for a period of up to two years. 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. The individual remains an employee of the home institution and cost-sharing arrangements are generally negotiated between NSF and the home institution. **Individuals interested in an IPA assignment should submit curriculum vitae or Federal application form and a letter referencing qualifications to the following address:**

National Science Foundation
Division of Human Resource Management
Executive & Visiting Personnel Branch
ATTN: S20040087A-IPA
4201 Wilson Boulevard, Room 315
Arlington, VA 22230

The closing deadline for receipt of applications is September 01, 2004.

Applications may be transmitted electronically to execsrch@nsf.gov, **mailed or delivered to the following address**: National Science Foundation, Division of Human Resource Management, Executive Personnel, Room 315, ATTN: S20040087A-IPA, 4201 Wilson Blvd., Arlington, VA 22230. The phone number for vacancy announcements coordinated by the Executive Personnel Staff is (703) 292-8755; hearing-impaired individuals should call TDD on 703-292-8044. Persons interested in the Senior Executive Service appointment options should request copies of announcements S20040087A-C and S20040087A-LTD for additional information and application instructions. Announcements may be accessed electronically under Vacancies on NSF's Homepage http://www.nsf.gov/jobs. Information on the NSF mission, structure, programs and operations may be found at http://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 located on this vacancy announcement.

STATEMENT OF DUTIES: The Head of the Research Grants Section is responsible to the Director, Division of Earth Sciences for the overall planning, management and commitment of budgeted funds for the Research Grant Section which includes programs in Geobiology and Environmental Geochemistry, Geomorphology and Land Use Dynamics, Sedimentary Geology and Paleobiology, Hydrologic Sciences and Education and Human Resources. The Section supports both disciplinary and multidisciplinary programs. The incumbent guides the Section in formulating and implementing its research objectives and manages its administrative, fiscal and personnel aspects. The responsibilities of the Head of the Research Grants Section include the coordination of activities with other relevant organizations within the Foundation, other Federal agencies, community organizations and international partners. Additional responsibilities include undertaking the design, development, analysis, documentation, management and implementation of science and educational activities within the surficial earth sciences and across disciplinary boundaries.

QUALIFICATIONS REQUIREMENTS
EXECUTIVE/MANAGERIAL

Essential

1. **Leading Change.** Demonstrated ability to develop and implement an organizational vision that integrates key national science, technology, and education goals. Includes understanding of the relative roles and relationships of Federal, academic and private organizations involved in the development and support of programs to improve the status of engineering, science, technology, and mathematics research and education. Includes the ability to formulate effective program strategies consistent with the overall goals of the organization.

2. **Leading People.** Demonstrated ability to achieve organizational objectives by creatively managing and motivating staff. Includes the knowledge and ability to promote quality through the effective use of performance standards and assessment. Includes leveraging diversity and other differences, 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 large, complex programs. Includes the ability to make timely and effective decisions and to produce results through strategic planning, and the implementation and evaluation of programs and policies. Includes the ability to address and balance complex and diverse program requirements within available resources.

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

5. **Building Coalitions/Communication.** Demonstrated ability to serve as the senior spokesperson for a major organization involved in the support of engineering, science and technology development initiatives, and to foster partnerships. Includes the ability to coordinate organizational strategy and initiatives with representatives of engineering, scientific and business communities and with representatives of state governments. Includes ability to interact constructively with Congress, Federal officials, representatives of professional organizations and the public.

PROFESSIONAL/TECHNICAL

Essential

1. Ph.D. or equivalent professional experience, or a combination of education and equivalent experience in at least one of the major subdisciplinary fields of the Earth Sciences (e.g. , geology, paleontology, hydrology, environmental geochemistry).

2. Substantial research contributions and strong evidence of scholarship in one or more of the major fields in the earth sciences as evidenced in publications, recognized professional standing in the research community, professional awards, and/or innovative leadership in research administration.

3. Knowledge of grant and contract administration, fiscal management, and budget preparation with experience in scientific research support.

4. Demonstrated broad knowledge of diverse fields that border on the main earth sciences disciplines.

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

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