



National Science Foundation

Excepted Position Vacancy

ANNOUNCEMENT NO: E20050069

OPEN: 04/29/05

CLOSE: 06/29/05

THIS IS A PERMANENT POSITION.

Individuals wishing to apply for a one or two year visiting scientist, temporary, or Intergovernmental Personnel Act (IPA) basis see vacancy announcement number E20050073.

POSITION VACANT: Computer Scientist (Program Director), AD-1550-4, salary ranges from \$88,369 to \$137,713 per annum.

PROMOTION POTENTIAL: Computer Scientist (Program Director), AD-1550-4.

LOCATION: Directorate for Computer and Information Science and Engineering (CISE), Division of Computer Network Systems (CNS), 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.

CNS supports research and education activities that invent new computing and networking technologies and that explore new ways to make use of existing technologies. The Division seeks to develop a better understanding of the fundamental properties of computer and network systems and to create better abstractions and tools for designing, building, analyzing, and measuring future systems. CNS projects also supports the computing infrastructure that is required for experimental computer science, and it coordinates cross-divisional activities that foster the integration of research, education, and workforce development.

The Cyber Trust emphasis area promotes a vision of a society in which networked computer systems are:

- more predictable, more accountable, and less vulnerable to attack and abuse;
- developed, configured, operated and evaluated by a well-trained and diverse workforce; and
- used by a public educated in their secure and ethical operation.

It supports a collection of projects that together:

- advance the relevant knowledge base;

- creatively integrate research and education for the benefit of technical specialists and the general populace; and
- integrate the study of technology with the policy, economic, institutional and usability factors that often determine its deployment and use.

More information about the Cyber Trust Emphasis Area can be found on its website at http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=13451&org=CNS

DUTIES AND RESPONSIBILITIES: The incumbent of this position will be responsible for the following:

- Advise and assist the Division Director in the development of long-range plans that ensure the Computer information Science and Engineering Directorate's investments are targeted to cutting-edge challenges and opportunities in the directorate's research and education fields.
- Coordinate Cyber Trust-related activities throughout CISE, working with Program Directors and staff of all relevant CISE divisions
- Manage the merit review process for assigned research, education or infrastructure proposals to ensure investments are made in a diverse, rich mix of bold, cutting edge projects that promise to advance the frontier and contribute to the attainment of NSF'S strategic goals.
- Manage an effectively, timely review process with particular attention to increasing the size and quality of the reviewer pools and ensuring participation by under-represented groups such as women, minorities, and scientists with disabilities.
- Process and complete award and decline actions to meet performance standards. Also ensures proposals comply with NSF policy, subject to constraints imposed when proposals are jointly funded with other agencies or directorates.
- Manage the assignment of financial resources to new and continuing awards.
- Oversee and manage the post-award management process for awards in the program, including reviewing annual reports, conducting, effective, timely sight visits and overseeing a post-award evaluation process.
- Communicate effectively with others in all areas of responsibility and works closely with administrative staff in processing work and meeting dead lines.

QUALIFICATIONS REQUIRED: Applicants must have a Ph.D. or equivalent experience in computer science, computer engineering, computational science, communication, information science, or allied disciplines, and significant experience in education. In addition, six or more years of successful research, research administration, and/or managerial experience pertinent to the program is required.

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 is required.

QUALITY RANKING FACTORS: Final ranking is based upon job-related experience, training, education, awards, performance appraisals or letters of recommendation, and the following knowledge, skills, and abilities:

- Knowledge of computer and information science and engineering and substantial research and education contributions as evidenced in publications, recognized professional standing in the computing community, professional awards, and/or innovative leadership in research administration.
- Knowledge of Federal, academic and industrial research and education initiatives focused on state-of-the-art computer and information science and engineering.
- Ability to plan, prioritize, and coordinate diverse scientific research and education programs. Includes the ability to make timely and effective decisions and balance complex diverse program and project demands within available resources.
- Skill in gathering scientific information and communicating both orally and in writing with key stakeholders, including members of the scientific and/or engineering community.

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 submit a current Performance Appraisal or letters of recommendation from professionals who can comment on your capabilities.

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). * 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 E20050073. 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 information of a technical nature, please contact Dr. Wei Zhao on (703) 292-8950. 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.

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) _____ | 10 - Federal, State or local job information center |
| 02 - Contact with NSF Personnel Office
(Agency Bulletin Board or other Announcement) | 11 - State vocational rehabilitation agency or
Veterans Administration |
| 03 - NSF-initiated personal contact | 12 - State employment office |
| 04 - Science Magazine, or other professional journal or magazine
(specify) _____ | 13 - School or college counselor or other official |
| 05 - Affirmative Action Register | 14 - Private job Information service |
| 06 - Attendance at conference, meeting or job fair
(specify) _____ | 15 - Private employment service |
| 07 - NSF recruitment at school or college | 16 - Friend or relative working at NSF |
| 08 - Colleague referral | 17 - Friend or relative not working at NSF |
| 09 - NSF Bulletin | 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