



# National Science Foundation

## *Excepted Position Vacancy*

**ANNOUNCEMENT NO:** E20050099

**OPEN:** 07/08/2005

**CLOSE:** 08/08/2005

**Announcement is for a permanent appointment. Individuals wishing to apply on a Temporary appointment see vacancy announcement number E20050100.**

**POSITION VACANT:** Senior Science Advisor, AD-5. Annual salary ranges from \$124,736 to \$150,723.

**LOCATION:** Directorate for Social, Behavioral and Economic Sciences (SBE), Division of Social and Economic Sciences (SES), Arlington, VA.

**BARGAINING UNIT STATUS:** This position is excluded from the bargaining unit.

**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.

**DUTIES AND RESPONSIBILITIES:** The Division of Social and Economic Sciences (SES) supports research to develop and advance scientific knowledge focusing on economic, legal, political and social systems, organizations and institutions. In addition, SES supports research on the intellectual and social contexts that govern the development and use of science and technology. SES programs consider proposals that fall squarely within disciplines, but they also encourage and support interdisciplinary projects, which are evaluated through joint review among Programs in SES, as well as joint review with programs in other Divisions, and NSF-wide multi-disciplinary panels, as appropriate. The Senior Science Advisor advises and assists the Division Director in the development and oversight of the programs of the Division. Responsibilities include: coordination of special projects and initiatives within the Division; assistance in program planning and administration; advising on recruitment strategies for scientific or other staff; training of new program officers; representation of the Division's programs and interests to senior officials in the government, academic and industrial sectors; coordination of Division activities with other NSF organizations; and working with staff to facilitate proposal processing and other Division activities.

**QUALIFICATIONS REQUIRED:** Applicants must have a Ph.D. or equivalent professional experience in the social or economic sciences or a closely related field plus six or more years of successful research, research administration, science and engineering policy development, and/or managerial experience.

**QUALITY RANKING FACTORS:** Final ranking is based on an evaluation of experience, education and training as they relate to the knowledge, skills and abilities specified in the following factors:

- Demonstrated effective leadership in research or academic administration.
- Familiarity with the standards and procedures of the National Science Foundation.

- Demonstrated ability to communicate effectively, both orally and in writing with Federal officials, representatives of professional organizations, the public sector, and scientific/engineering academic communities.
- Recognized professional standing in the social and economic sciences communities as evidenced by publications and/or professional awards or scientific leadership roles.
- Knowledge of current and emerging trends in the social and economic sciences, including familiarity with the use of social and economic science methodologies in disciplinary and interdisciplinary contexts, and the ability to articulate a vision for the social and economic sciences, which pushes promising frontiers while building on the core strengths of established disciplines.

**CONDITIONS OF EMPLOYMENT:** Appointment to the position is contingent upon successful completion of the appropriate background investigation. The individual selected for this position 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. Satisfactory completion of a one-year trial period may also be required.

### **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. Narrative statement addressing your background in terms of the Quality Ranking Factors.**
- 2. 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 <http://www.opm.gov/forms/html/of.htm>.
- 3. NSF Form 1232, “Applicant Survey.”** Submission of this form is voluntary, although encouraged, 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](mailto:execsrch@nsf.gov) or mailed or delivered to the following address: National Science Foundation, Division of Human Resource Management, Executive Personnel, Room 315, ATTN: E20050099, 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 <http://www.nsf.gov/>. Announcement may be accessed electronically on NSF’s Homepage [http://www.nsf.gov/about/career\\_opps/](http://www.nsf.gov/about/career_opps/). 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.

**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<br>(Agency Bulletin Board or other Announcement) | 11 - State vocational rehabilitation agency or<br>Veterans Administration |
| 03 - NSF-initiated personal contact   | 12 - State employment office  |
| 04 - Science Magazine, or other professional journal or magazine<br>(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<br>(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**