National Science Foundation
Excepted Position Vacancy

ANNOUNCEMENT NO: E20050136 OPEN: 09/06/05 CLOSE: 10/06/05

THIS IS A TEMPORARY POSITION NOT TO EXCEED 13 MONTHS. APPOINTMENT MAY BE EXTENDED UP TO TWO ADDITIONAL YEARS FOR A TOTAL OF THREE YEARS.

POSITION VACANT: Program Manager (Advance Materials and Manufacturing), AD-340-4. Salary ranges from $88,369 - $137,713 per annum.

PROMOTION POTENTIAL: Program Manager (Advanced Materials and Manufacturing), AD-340-4.

LOCATION: Directorate for Engineering, Office of Industrial Innovation, Small Business Innovation Research and Small Business Technology Transfer Programs, 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 VIII.

AREA OF CONSIDERATION: All Sources

RELOCATION: Expenses will be paid.

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 civil 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. Disabled veterans with 30% service-connected disabilities as well as other applicants with severe disabilities will be considered without regard to the closing date if applications are received prior to final selection.

DUTIES AND RESPONSIBILITIES: The incumbent of this position will:

- Plan and administer the relevant program within the framework of legislation, agency policies, missions, objectives and resources and serves as spokesperson of the program and with the scientific, engineering, and business community.

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

- Implement the proposal review and evaluation process for the relevant program (e.g., review of proposals; selection of reviewers; management of program; and allocation of budget).

- Implement new or revised policies, and develop technical, fiscal, and administrative approaches to improve the activities and management of the program.

- Manage and monitor grants and interagency agreements to ensure fulfillment of commitments to/and by NSF.

- Work with program staff NSF-wide especially within the Directorate for Engineering, the Directorate of Biological Sciences, the Directorate of Computer Information Science and Engineering, the Directorate for Mathematical and Physical Sciences and the Directorate for GeoSciences to apprise them to the requirements of SBIR and sensitize them to the requirements of the small business community.

- Design, develop, manage, coordinate, and implement small business solicitations, conferences, publications, reports and research and study projects.

- Develop and present clear and concise explanations and interpretations of NSF policies and research program initiatives for small businesses, the academic community, large industrial firms, the investment community, state and local governments, and other federal agencies.

- Serve as the NSF's representative on permanent or ad hoc committees.

OUALIFICATIONS REOUIRED: Applicants must have a Ph.D., or equivalent experience, in materials science, mechanical, chemical or industrial engineering or a closely related field, and six years of successful research experience, research administration, and/or managerial experience in new materials, advanced manufacturing, new product design, development and engineering, as well as in new business development.

CONDITIONS OF EMPLOYMENT: Appointment to this position is contingent upon successful completion of the appropriate background investigation.

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). Status candidates must also submit a Notification of Personnel Action (SF750), showing competitive status, and current Performance Appraisal.

You must specify the job announcement number, and titles and grade(s) of the job for which you are applying. You should also include 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). If no degree, show total credits earned and indicate whether semester or quarter hours. * Information about all your work experience related to this job, including job titles, duties and accomplishments, employer's name, 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.**

Applications may be submitted via email to mloyd@nsf.gov or submit application material to the National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Room 315, Arlington, VA 22230. Attn: **Announcement E20050136**. 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. This information will be used for statistical purposes only. **ALL FORMS MUST BE RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT**. Inquiries of a technical nature regarding this position may be directed to Dr. Kesh Narayanan, Office of Industrial Innovation at (703) 292-8330. For additional information call HR Representative Myra Loyd on (703) 292-4363. Hearing impaired individuals should 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.