



NATIONAL SCIENCE FOUNDATION

ANNOUNCEMENT NUMBER S20050139-IPA DIRECTOR, OFFICE OF ILEGISLATIVE AND PUBLIC AFFAIRS (OLPA)

The National Science Foundation is seeking qualified candidates for the position of Director, Office of Legislative and Public Affairs (OLPA), Office of the Director. In addition to seeking candidates who are interested in an appointment on a Senior Executive Service career basis (S20050139-C) or limited term basis (S20050139-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: S20050139-IPA
4201 Wilson Boulevard, Room 315
Arlington, VA 22230**

The closing deadline for receipt of applications is 10/18/2005.

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: S20050139-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 S20050139-C and S20050139-LTD for additional information and application instructions. Announcements may be accessed electronically under Vacancies on NSF's Homepage http://www.nsf.gov/about/career_opps/. 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.

The Boyden Global Executive Search firm is working with the National Science Foundation. The Officer-in-Charge of this engagement is Joe Kirby and Senior Associate Linda Kearschner will assist him. Interested candidates should apply directly to this announcement following the above application instructions.

STATEMENT OF DUTIES: Within the guidelines established by the Director of the National Science Foundation, establishes policies and provides leadership and management for NSF's Office of Legislative and Public Affairs (OLPA). OLPA gives voice to the policies and programs of the Foundation, which invests in the innovative ideas, outstanding people and cutting-edge tools that our nation needs for a 21st Century research and education enterprise. OLPA heads up NSF's extensive outreach activities that include formal and informal contacts with members of Congress and their staffs, the executive branch, print and electronic media, Governors and other state officials, colleges and universities, professional organizations, key corporate leaders, business and industry groups and associations, and members of the general public. The Director, OLPA communicates and interacts with all of the programs and activities of the Foundation, and provides advisory services to the Director and Deputy Director regarding relations with Congress and the media, and on relevant issues. The Director, OLPA is a member of the NSF senior management team.

QUALIFICATIONS REQUIREMENTS EXECUTIVE/MANAGERIAL

Essential

1. **Leading Change.** Demonstrated ability to develop and implement an organizational vision that integrates key national science and engineering research 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 science and engineering 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 a senior spokesperson for a major organization involved in the support of science and engineering research and education development initiatives, and to foster partnerships. Includes the ability to coordinate organizational strategy and initiatives with representatives of 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. Advanced degree or equivalent professional experience in public affairs, public administration or a field of science or engineering related to the NSF mission.
2. Broad experience in the public relations and/or congressional liaison environments, including demonstrated knowledge of procedures and strategies involved in effective interaction with the press and broadcast media and Members of Congress and their staffs.
3. Demonstrated ability to conceive, implement and lead a successful, innovative public affairs program for a major organization involved in science and engineering research and education. Includes knowledge of state-of-the-art public affairs devices and means to communicate effectively with a wide range of audiences.
4. Demonstrated ability to interpret and clarify Executive Branch and congressional directives and Federal budgeting policy and procedures as they relate to organizational objectives.
5. Experience working with scientists and science administrators/managers on policy and budgetary issues affecting the vitality of the scientific/engineering enterprise and the funding of research and education, and the ability to recommend agency strategies and policies.

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