



# National Science Foundation

## *IPA Vacancy*

OFFICE OF THE DIRECTOR  
OFFICE OF INTERNATIONAL SCIENCE AND ENGINEERING (OISE)  
ARLINGTON, VA 22230

ANNOUNCEMENT NUMBER: E20060016-IPA

OPEN: 11/18/2005

CLOSE: 01/20/2006

### PROGRAM MANAGER/ASSOCIATE PROGRAM MANAGER (BROADENING PARTICIPATION), OISE

#### THIS POSITION WILL BE FILLED UNDER THE TERMS OF THE INTERGOVERNMENTAL PERSONNEL ACT (IPA)

The National Science Foundation (NSF) is seeking qualified candidates for the position of Program Manager or Associate Program Manager (Broadening Participation) in the Office of International Science and Engineering (OISE), Office of the Director, Arlington, VA. Individuals interested in a one- or two-year Intergovernmental Personnel Act (IPA) assignment are invited to submit an application. This position is available immediately.

The Office of International Science and Engineering serves as a focal point for international science and engineering activities both inside and outside NSF. OISE promotes the development of an integrated, Foundation-wide international strategy, and manages international programs that are innovative, catalytic, and responsive to a broad range of NSF interests. OISE invests in programs that expand and enhance leading-edge international research and education opportunities for U.S. scientists and engineers, especially at the early career stage. OISE supports international-related research in any disciplinary field supported by NSF and in any global region. It works to build and strengthen effective institutional partnerships throughout the global science and engineering research and education community, and it supports international collaborations in NSF's priority research areas. OISE is in the Office of the NSF Director and carries out its functions through close partnership with all NSF Directorates and Offices. More information about OISE can be found at <http://www.nsf.gov/div/index.jsp?div=OISE>.

In line with NSF's strategic goal of enabling a diverse, competitive, and globally-engaged U.S. workforce of scientists, engineers, technologists and well-prepared citizens, OISE is seeking to significantly broaden participation in its programs. Efforts to broaden participation will be approached from at least three perspectives:

- Promote greater diversity in the U.S. science and engineering workforce through increased participation of underrepresented U.S. groups and institutions in international programs and activities supported by NSF.
- Support programs that attract and prepare U.S. students at all levels to be highly qualified members of the global S&E workforce, including providing opportunities for international study, collaborations and partnerships.
- Promote the use of advanced information and communications technologies to enable broad participation by U.S. individuals and institutions in international science and engineering research and education.

All three perspectives should include consideration of: 1) women, underrepresented minorities and persons with disabilities; 2) states and institutions that are underrepresented in NSF funding; 3) undergraduate institutions and community colleges; 4) pre-college teachers of science and mathematics; and 5) K-12 students.

Just as the U.S. scientific enterprise needs to draw more effectively upon the talent from all segments of our society, a diverse S&E workforce capable of operating effectively at the international level will be vital to maintaining U.S. scientific excellence and leadership in a globalized 21<sup>st</sup> century. Thus, OISE is recruiting for a Program Manager or Associate Program Manager who will be responsible for coordinating efforts to broaden participation across the programs and projects it supports.

For IPA assignments, the individual remains an employee on the payroll of the institution and the institution continues to administer pay and benefits. NSF reimburses the institution for NSF's negotiated share of the costs. Individuals eligible for an IPA assignment include employees of State and local government agencies, institutions of higher education, Indian tribal governments, federally funded research and development centers and qualified nonprofit organizations. More information about IPA assignments can be found at [http://www.nsf.gov/about/career\\_opps/rotators/ipa.jsp](http://www.nsf.gov/about/career_opps/rotators/ipa.jsp).

## **DUTIES AND RESPONSIBILITIES**

The Program Manager/Associate Program Manager will be responsible for planning, coordinating and administering programs aimed at enhancing science and engineering research and education excellence through international collaboration and/or developing the next generation of U.S. scientists and engineers by engaging students and faculty in international research and education projects, planning visits, seminars and workshops. In addition to country- and/or regional-specific programmatic duties based upon his/her international-related experience, the Program Manager/Associate Program Manager will work with staff within OISE, other NSF directorates and offices, foreign counterparts, and U.S. researchers and educators to coordinate a targeted effort to increase diversity of participants in OISE-funded activities. The Program Manager/Associate Program Manager will recommend annual and long-range budgets and programmatic activities given U.S. science policies/priorities, science and engineering developments overseas and evolving interests and needs of the U.S. research community. OISE program managers/associate program managers regularly engage in and may share management responsibility for NSF-wide initiatives and interagency collaborations. Additional responsibilities include: the administration of the merit review process and proposal recommendations; the preparation of press releases, feature articles and material describing advances in the research supported by NSF; and coordination and liaison with other programs in NSF, other Federal agencies, and U.S. and foreign scientific organizations.

## **QUALIFICATIONS REQUIRED**

Applicants must have a Ph.D. or equivalent experience in science, engineering, mathematics, or science/technology policy plus six (Program Manager) or four (Associate Program Manager) or more years of successful research/research administration, science/engineering policy development, and /or managerial experience pertinent to the position. Additional qualifications desired include:

- Expert knowledge of/experience in programs, learning models and institutional strategies that aim to build S&E talent among students and/or teachers and faculty of underrepresented groups (women, minorities, and persons with disabilities) at K-12, undergraduate (two- and four-year colleges) and graduate level institutions;
- Knowledge of/experience in factors that influence career choices as well as traditional and non-traditional paths that individuals use to prepare for or advance science and engineering careers;
- Knowledge of/experience in managing international research and education initiatives aimed at providing students with international research experience;
- Strong knowledge of/experience working in one or more foreign countries or global regions;

- Knowledge of advanced information and communications technologies appropriate for broadening participation and experience in use of those technologies in providing broad access for research and education;
- Knowledge of NSF's and OISE's mission and programmatic activities;
- Ability to organize, implement and manage a proposal-driven, grant program allocating resources to meet a broad spectrum of program goals;
- Ability to cooperate and work with peers in other scientific disciplines on joint ventures and to present and advocate program plans and policies to individuals in the Foundation, other government agencies and academic institutions;
- Ability to interact effectively with foreign government officials and representatives of international science-related organizations;
- Advanced verbal and written communication skills;
- In-depth knowledge and understanding of U.S. and foreign science and engineering research and education trends and policies, preferably with strong expertise in one or more countries/global regions;
- While not essential, an ability to speak and read at least one foreign language associated with the applicant's country or region of expertise is deemed desirable.

## **HOW TO APPLY**

**Applications may be transmitted electronically to [rotator@nsf.gov](mailto:rotator@nsf.gov).** Individuals may also submit a resume or any application of your choice to the National Science Foundation, Division of Human Resource Management, 4201 Wilson Blvd., Arlington, VA 22230, Attn: E20060016-IPA. In addition, applicants should submit a narrative statement that addresses relevant background and/or experience related to the position, as well as the desired qualifications listed within the announcement. Submission of the attached Applicant Survey form is encouraged. Submission of this form, however, is voluntary and will not affect your application for employment (the information is used for statistical purposes). Telephone inquiries may be referred to the Executive and Visiting Personnel Branch, at (703) 292-8755. Hearing impaired individuals may call TDD (703) 292-8044. For general information about OISE and this position, contact Larry Weber, Acting Deputy Director, OISE by e-mail at [lweber@nsf.gov](mailto:lweber@nsf.gov) or by phone at (703) 292-7240.

The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If reasonable accommodation for any part of the application and hiring process is needed, please notify the point of contact listed on this vacancy announcement.

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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