National Science Foundation
Senior Executive Service Vacancy


POSITION VACANT: Section Head, Marine Geosciences Section, Division of Ocean Sciences (OCE), Directorate for Geosciences (GEO)

LOCATION: Arlington, Virginia

SALARY RANGE: The Federal pay range for Senior Executive Service positions is $109,808 to $165,200* per annum (*subject to agency certification by OPM).

AREA OF CONSIDERATION: All Qualified Applicants

Announcement is for a one-to-three year limited term appointment. Position is also announced on a career basis in S20060107-C and on an Intergovernmental Personnel Act assignment basis in S20060107-IPA.

STATEMENT OF DUTIES: Serves as a member of the Division leadership team and as a Directorate’s spokesperson in areas related to marine geosciences research. Responsible to the Director, Division of Ocean Sciences for the overall planning and management of budgeted funds for the Section, which currently includes the Integrated Ocean Drilling and Marine Geology and Geophysics programs. Develops collaborations within, and beyond NSF.

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. Ph.D. or equivalent professional experience, or a combination of education and equivalent experience in ocean sciences.

2. Substantial research contributions and strong evidence of scholarship in the ocean sciences, as evidenced in publications and, professional awards, and/or innovative leadership in research administration.

3. Demonstrated broad knowledge of diverse fields of ocean science, particularly marine geology and geophysics and scientific ocean drilling related research.

4. Knowledge of grant and contract administration, fiscal management, and budget preparation with experience in scientific research support.

**GENERAL INFORMATION**

The Senior Executive Service (SES) covers managerial positions above GS-15 in the Federal Service. Persons appointed to the SES are eligible for health benefits, life insurance, social security, Federal retirement and thrift savings plan coverage, and participate in the Federal leave system. Competitive status is not required, veteran's preference does not apply and there are no grade restrictions. The individual selected 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.

**EVALUATION METHOD**

Applicants will be screened for basic eligibility according to the essential qualification requirements. Eligible applicants will be reviewed according to criteria based on the qualification requirements. The best qualified candidates will be referred to the appropriate official who will recommend selection. All applicants will be considered without regard to race, color, religion, sex, national origin, political affiliation, marital status, physical disability, age, membership in an employee organization or other non-merit reason. Any applicant may request information or appeal the procedures and operations of the merit staffing process to the Executive Resources Board.

**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.) **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 www.opm.gov/forms/html/of.htm.

2.) **Narrative statement addressing your background in terms of (a) the executive/managerial and (b) the professional/technical requirements.**

3.) **NSF Form 1232, “Applicant Survey.”** Submission of this form is voluntary 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 or mailed or delivered to the following address: National Science Foundation, Division of Human Resource Management, Executive Personnel, Room 315, ATTN: S20060107-LTD, 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 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 on this vacancy announcement.

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

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NSF Form 1232