



National Science Foundation

Senior Executive Service

Vacancy

ANNOUNCEMENT NUMBER: S20070016A-C

OPEN: 11/02/2006

CLOSE: 01/18/2007

*ANNOUNCEMENT HAS BEEN AMENDED TO EXTEND THE CLOSING DATE TO 01/18/2007.

POSITION VACANT: Deputy Director, Division of Physics (PHY), Directorate for Mathematical and Physical Sciences
LOCATION: Arlington, Virginia

SALARY RANGE: The Federal pay range for Senior Executive Service positions is \$109,808 - \$165,200 per annum.

AREA OF CONSIDERATION: All Qualified Applicants

Announcement is for a career appointment. Position is also announced on a one-to-three year limited term appointment basis in S20070016A-LTD and on an Intergovernmental Personnel Act assignment basis in S20070016A-IPA.

STATEMENT OF DUTIES: Serves as Deputy Division Director in the Division of Physics (PHY), Directorate for Mathematical and Physical Sciences (MPS). The Division contributes to NSF's mission by supporting wide-ranging, major basic research programs, primarily at U.S. universities and colleges, in Atomic, Molecular, Optical, and Plasma Physics, in Elementary Particle Physics, in Gravitational Physics; in Nuclear Physics, in Particle and Nuclear Astrophysics, in Theoretical Physics, in Education and Interdisciplinary Research, and in Physics at the Information Frontier. Types of activities supported include major research facilities, university-based facility user groups, and individual and group awards in these areas of physics. Within the Division, the Deputy Division Director works with the Division Director in providing leadership and management to the Division's programs and assists the Division Director in carrying out Division-wide responsibilities such as preparation of budget submission for Congress and recruitment of scientific staff. Externally, the Deputy Division Director represents the Physics Division in a variety of NSF-wide and interagency activities related to research and education, and in interactions with the physics community. The Deputy Division Director assumes the Division Director's role in the absence of the Division Director.

QUALIFICATIONS REQUIREMENTS

EXECUTIVE/MANAGERIAL

Essential

- 1. Leading Change.** Demonstrated ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Includes the ability to establish an organizational vision and to implement it in a continuously changing environment.
- 2. Leading People.** Demonstrated ability to lead people toward meeting the organization's vision, mission, and goals. Includes the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution conflicts.
- 3. Results-Driven Leadership.** Demonstrated ability to meet organizational goals and customer expectations. Includes the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.
- 4. Business Acumen.** Demonstrated ability to manage human, financial, and information resources strategically.
- 5. Building Coalitions.** Demonstrated ability to build coalitions internally and with other governments, or internal organizations to achieve common goals.

PROFESSIONAL/TECHNICAL

Essential

1. Ph.D. or equivalent professional experience in physics or a closely related field.
2. Substantial scholarly contributions in physics or a related field, as evidenced by publications, awards, and/or innovative leadership in research administration.
3. Demonstrated knowledge of the research and education activities and issues associated with the U.S. physics research community.
4. Demonstrated broad knowledge of diverse fields of science and their interdisciplinary impact on research and education in physics.
5. 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. Career appointees are eligible for bonuses based on performance in addition to base pay. Competitive status is not required, veteran's preference does not apply and there are no grade restrictions. New appointees to the SES are required to serve a one-year probationary period. **Final selection of career appointees requires the approval of the U.S. Office of Personnel Management. OPM approval will be based on the selectee's background in the following 5 executive core qualification areas: (1) Leading Change, (2) Leading People, (3) Results Driven Leadership, (4) Business Acumen, and (5) Building Coalitions/Communication. These areas are incorporated in the 5 executive/managerial requirements for the position. Information about the leadership requirements for SES-level positions is available on the U.S. Office of Personnel Management website at www.opm.gov/ses/handbook.html. 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 by an Evaluation Panel 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: S20070016A-C, 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.