

EMPLOYMENT OPPORTUNITY
COMPETITIVE DETAIL

Management and Program Analyst (Administrative Manager), GS-343-12

Division of Human Resource Management

- Purpose:** This is a notice to solicit applications for a detail to the position of Management and Program Analyst (Administrative Manager), GS-343-12 with the Division of Human Resource Management. This is an opportunity to gain valuable experience in the administrative operations of one of Agency's most dynamic and exciting divisions.
- Duration:** The detail will be made for a period of 120 days, but may be extended for an additional 120 day period with the concurrence of your employing office. The detail may be terminated at any time during this period. Upon conclusion of the detail, you will be returned to your former position.
- Salary:** Your salary during the detail will remain the same. There will be no increase in pay or grade as a result of the detail. You will, however, receive any pay increases for which you would otherwise become eligible for during the course of the detail.
- Duties:** This position is the Division's primary administrative advisor and participates fully with the Division Director and the Deputy Director in administrative management of the Division. You will be assigned specific responsibilities for the daily operations of administrative functions, including preparation and management of Division financial resources, human resource management, oversight of contracts, and continuous improvement in the Division's management of its program operations.
- Bargaining Unit Status:** This is a non-bargaining unit position.
- Evaluation:** You will be evaluated for the detail based on your knowledge of Agency administrative operations and the relevance of your overall work experiences and education to the duties of the position. No specific type or length of experience is required in order to be considered for the detail.
- Who may Apply:** This opportunity is open to any NSF employee serving under a permanent competitive service appointment.

How to Apply: To be considered for this position you must submit a resume that describes your prior work experience, education, and training as it relates to the duties of this position. The resume must be submitted to Mark Ostrowski, Division of Human Resource Management, Room 315N not later than August 8, 2008. Electronic resume submissions are acceptable and should be sent to: mostrows@nsf.gov.

Application Period: Your resume may be submitted anytime during the period beginning August 4, 2008 through August 8, 2008.

Point of Contact: Questions about this employment opportunity should be addressed to Mark Ostrowski at extension 5020 or by email at mostrows@nsf.gov