



**National Science Foundation  
4201 Wilson Boulevard  
Arlington, Virginia 22230**

**BIO 10-001**

## **Dear Colleague Letter: Detail Opportunity Acting Executive Officer, BIO**

Open Period: July 14, 2010 – July 27, 2010

The Directorate for Biological Sciences is offering a detail opportunity to serve as the Acting Executive Officer. This detail is open to all qualified permanent NSF employees and will not exceed 240 days in 120-day increments. For purposes of pay and benefits, the selectee will continue to encumber the position from which detailed. 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 **at the beginning and completion of the detail assignment.**

**Duties:** The Acting Executive Officer will assist the Acting Assistant Director in overseeing and carrying out the day-to-day operations and management of the directorate. The incumbent will work as part of the BIO management team providing strong advocacy for program activities within the context of BIO long range plans and NSF's strategic plan. In addition, the incumbent will manage resources to effectively nurture new and emerging science opportunities as well as ongoing efforts.

### **QUALIFICATIONS**

Professional/Technical Requirements:

1. Ph.D. or equivalent professional experience or a combination of both in a biological subdiscipline supported through the Directorate (e.g., molecular and cellular, biological infrastructure, integrative organismal systems, environmental biology).

Executive/Managerial Requirements:

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 of 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 federal agencies, state and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

**How to Apply:** Interested applicants should submit a resume or CV as well as a narrative statement addressing his/her background in terms of the executive and managerial requirements above. Applications must be received by July 27, 2010. Applications may be submitted electronically to [execsrch@nsf.gov](mailto:execsrch@nsf.gov) or delivered to: Division of Human Resource Management, Executive Personnel, Room 315.

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