



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

Dear Colleague Letter: The Office of International Science and Engineering (OISE) - Employment Opportunities for a Program Manager

Date: March 4, 2010

Dear Colleague:

The Office of International Science & Engineering (OISE), within the Office of the Director at the National Science Foundation, announces a nationwide search for senior-level researcher to fill an open Program Manager position in the East Asia and Pacific Program (EAP) area.

The desired starting timeframe for the position is as soon as possible.

OISE serves as a focal point for international science and engineering activities inside and outside NSF, promotes the development of an integrated, NSF-wide international strategy, and manages international programs that are innovative and catalytic. 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. 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/oise>.

The individual selected for this position will serve as a Program Manager. The Program Manager implements review, funding, post-award management, and evaluation of projects within his/her program and contributes to the intellectual integration with other programs supported by OISE; designs and implements the proposal review and evaluation process for relevant proposals, often in close coordination with foreign NSF counterpart agencies; selects well-qualified individuals to provide objective reviews on proposals either as individuals or as members of a panel; conducts final review of proposals and evaluations, and recommends award or declination; monitors ongoing grants, contracts, interagency and cooperative agreements to ensure fulfillment of commitments to NSF; evaluates progress of awards through review and evaluation of reports and publications submitted by awardees and/or meetings at NSF and during site visits; contributes to establishing Office goals and objectives, initiating new program thrusts and phasing out old projects; makes arrangements, prepares materials, and participates, as appropriate, in meetings with international visitors and international travel of NSF staff; alerts NSF staff to developments related to science and engineering research and education in incumbent's countries of responsibility; publicizes OISE's program in relevant venues; and recommends new or revised policies and plans in scientific, fiscal, and administrative matters to improve the activities and management of the Program.

Applicants must possess a Ph.D. or equivalent experience in any of the scientific fields supported by the NSF. In addition, six or more years of successful research, research administration, and/or managerial/policy experience pertinent to the position is required.

Candidates will be evaluated on the extent and quality of their experience, education, and research relevant to the position. We strongly encourage candidates to specifically address the Quality Ranking Factors below in your Statement of Interest.

QUALITY RANKING FACTORS

1. Knowledge of NSF's and OISE's mission and programmatic activities.
2. Ability to manage a proposal-driven grant program, allocating resources to meet a broad spectrum of program goals.
3. Ability to cooperate and work with peers in other scientific disciplines and to advocate program plans and policies to individuals in the Foundation, other government agencies and academic institutions.
4. Experience in managing international research and education initiatives aimed at providing faculty, researchers, and students with research opportunities.
5. Ability to effectively interact with foreign government officials and representatives of international science-related organizations.
6. In-depth understanding of U.S. and foreign scientific and engineering research and education trends and policies, with strong expertise and experience in one or more countries in the EAP region.
7. While not essential, an ability to speak and read at least one of the East Asian languages is deemed desirable

Program Manager positions recruited under this announcement may be filled under one of the following appointment options:

Temporary Excepted Service Appointment: Appointment to this position will be made under the Excepted Authority of the NSF Act. Candidates who do not have civil service or reinstatement eligibility will not obtain civil service status if selected. Candidates currently in the competitive service will be required to waive competitive civil service rights if selected. Usual civil service benefits (retirement, health benefits, and life insurance) are applicable for appointments of more than one year. Temporary appointments may not exceed three years.

Visiting Scientist Appointment: Appointment to this position will be made under the Excepted Authority of the NSF Act. Visiting Scientists are on non-paid leave status from their home institution and appointed to NSF's payroll as Federal employees. NSF withholds Social Security taxes and pays the home institution's contributions to maintain retirement and fringe benefits (i.e., health benefits and life insurance), either directly to the home institution or to the carrier. Visiting Scientist appointments will be made under the Excepted Authority of the NSF Act with a current salary range of \$105,211 to \$163,957 including locality pay for the area.

For additional information on NSF's rotational programs, please see "Programs for Scientists, Engineers, and Educators" on the NSF website at: http://www.nsf.gov/about/career_opps/.

Individuals interested in applying for a Program Manager position should send a current CV and statement of interest to:

Dr. Mark A. Suskin
Acting Deputy Office Director
Office of International Science and Engineering
National Science Foundation
4201 Wilson Blvd., Stafford II, Suite 1155
Arlington, VA 22230
Phone: 703-292-8710
Fax: 703-292-9067
Email: msuskin@nsf.gov

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