



National Science Foundation
4201 Wilson Boulevard
Arlington, Virginia 22230

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

Date: May 28, 2010

The Office of International Science & Engineering (OISE), within the Office of the Director at the National Science Foundation, announces a nationwide search for an Associate Program Manager for China.

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 an Associate Program Manager. The Associate Program Manager

- promotes a healthy balance of support for the research and education enterprise through program, Office, Foundation, or interagency activities;
- assists in planning program budgets and allocating resources within and among programs;
- assists in providing optimal appropriate scientific judgment to insure integrity and consistency in the grant/declination process without conflict-of-interests, and with balance among appropriate sub-fields and institutions, and participation of qualified scientists;
- administers an effective, timely merit review process, with attention to increasing the size and quality of the reviewer pools and insuring participation by women, minorities and disabled scientists;
- provides scientific evaluation and advice for other programs in NSF, including international and cross-directorate programs;
- assists in the development of short- and long-range plans, establishing objectives for research programs, and program evaluation;
- participates in staff, panel, committee and other meetings, providing input relevant to Program area and/or Office; and
- contributes ideas and efforts to improving the quality of policies and NSF's performance of its overall mission.

The position is based NSF's headquarters in Arlington, Virginia.

Applicants must possess a Ph.D. or equivalent experience in any of the scientific fields supported by the NSF. In addition, four 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 your 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 (particularly China) in the East Asia and Pacific region.
7. While not essential, an ability to speak and read Chinese is deemed desirable.

This Associate Program Manager position 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 have a current salary range of \$89,033 to \$140,259 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 an Associate Program Manager position should send a current CV and statement of interest to:

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