



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

HRD 11-002

Detail Opportunity: Acting Deputy Division Director, HRD/EHR
Open Period: June 16, 2011 - June 29, 2011

The Directorate for Education and Human Resources is offering a detail opportunity to serve as the Acting Deputy Division Director in the Division of Human Resource Development. This detail is open to all qualified NSF employees and IPA assignees currently working at NSF 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 Deputy Division Director will participate with the Division Director in providing leadership to the Division's programs and assist the Division Director in carrying out division-wide responsibilities including planning and management, budget preparation for submission for Congress, proposal review and award portfolio management, and staff recruitment. Assumes the Division Director role in the absence of the Division Director; and serves on EHR leadership team.

Qualifications:

Professional/Technical Requirements: Ph.D. or a combination of education and equivalent experience in a STEM discipline and/or STEM education.

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 June 29, 2011. Applications may be submitted electronically to execsrch@nsf.gov or delivered to: Division of Human Resource Management, Executive Personnel, Room 315.

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