



National Science Foundation
4201 Wilson Boulevard
Arlington, Virginia 22230

OPP 11-001

Dear Colleague Letter: Detail Opportunity Acting Head Office of Polar Environment, Health & Safety Office of Polar Programs

Open Period: February 1, 2011 - February 14, 2011

The Office of Polar Programs (OPP) is offering a detail opportunity to serve as the Acting Head, Office of Polar Environmental, Health & Safety (PEHS). 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 Office Head will provide senior level technical and administrative leadership to identify U.S. and international policies related to environment, health and safety, and to oversee their implementation for OPP-sponsored Arctic and Antarctic activities. PEHS provides guidance and technical direction concerning these activities to OPP staff, grantees, support contractors, and researchers funded by other U.S. Government agencies to ensure that the activities are conducted in a safe and environmentally responsible manner.

QUALIFICATIONS

Professional/Technical Requirements:

Ph.D. or equivalent professional experience and recognized professional status in a field of science or engineering under active study in the earth's polar regions.

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 your background in terms of the executive and managerial requirements above. Applications must be received by February 14, 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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