



National Science Foundation
4201 Wilson Boulevard
Arlington, Virginia 22230

DAS 13-002

Detail Opportunity: Acting Deputy Division Director, Division of Administrative Services, Office of Information and Resource Management

Date: May 20, 2013

The Office of Information and Resource Management (OIRM) and the Division of Administrative Services (DAS) is offering a detail opportunity to serve as the Acting Deputy Division Director, DAS. This detail is open to all qualified permanent NSF employees 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" (OGE-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 oversee the day-to-day operations and management of the division and supervise the senior members of the Division staff. The incumbent will work as part of the management team providing strong advocacy for managing DAS activities within the context of OIRM long range plans and NSF's strategic plan and act in the capacity of the Division Director when absent from the NSF.

Qualifications: Experience managing varied, complex business processes and administrative operations including: creating, justifying and managing complex budgets, proven experience in successful organizational management, and setting and implementing long range goals and organizational plans; demonstrated leadership ability in developing, promoting, and implementing effective organizational strategies incorporating state-of-the-art technologies into administrative management functions.

Evaluation: Your application will be evaluated on the extent and quality of your experience relevant to the duties of the position. We strongly encourage you to specifically address the Quality Ranking Factors below:

- Leading Change
- Leading People
- Results Driven
- Business Acumen
- Building Coalition

How to Apply: Interested applicants should submit a resume or CV and it is encouraged to include a narrative statement addressing his/her background in terms of the qualification requirements and the quality ranking factors above. Applications must be received by May 24, 2013. 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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