



National Science Foundation
4201 Wilson Boulevard
Arlington, Virginia 22230

DGA 13-001

Dear Colleague Letter: Division of Grants and Agreements, Office of Budget, Finance, and Award Management (BFA) - Employment Opportunities for Grants and Agreements Specialist Position

Date: August 1, 2013

Dear Colleague:

The Office of Budget, Finance, and Award Management (BFA), Division of Grants and Agreements (DGA) of the National Science Foundation (NSF) announces an opportunity for an individual, with demonstrated experience in grant administration and management, to assist DGA in strengthening NSF's grant administration capabilities and improvement of business processes used to administer and manage grants and agreements.

The incumbent will work closely with BFA staff, NSF Program Managers and other NSF staff responsible for the management and oversight of NSF programs. Additionally, the incumbent will be responsible for advising NSF staff and NSF awardees on the grant administration requirements of NSF awards.

This position is a term appointment under the Intergovernmental Personnel Act (IPA) for one year, with a possibility of renewal for a second year. The appointee will need to relocate to the Washington D.C. Metro area for the term of the appointment. The position will be filled at the equivalent of a GS-13 Federal Government employee salary (range of \$89,000 to \$115,000).

Under the IPA provisions, the appointee remains on the payroll of his/her home institution and the home institution will continue to administer pay and benefits. NSF will reimburse the home institution for NSF's negotiated share of the cost of the assignment. Individuals eligible for an IPA assignment include employees of State and local government agencies, institutions of higher education, Indian tribal governments, federally funded research and development centers and qualified nonprofit organizations.

Applicant should have a broad knowledge of grant management and oversight with experience in a position entailing management responsibility for either grant or financial management activities.

Duties will include:

- Provide direct support to NSF's programs and grant-related activities as well as to the Foundation's overall administration from pre-award to closeout.
- Coordinate with NSF Program Offices, grant recipients, and other BFA divisions in a variety of matters involving grant and agreement activities.
- Evaluate and propose improvement of the business processes used to administer and manage grants and agreements, including effective innovation and utilization of electronic technology.

- Facilitate conformance with applicable NSF and Federal award requirements through outreach and communication with program staff and the awardee community.
- Assist in resolving difficult and unique grant management issues that can involve complex technical and managerial solutions.
- Assist in the development and design of management controls in support of internal and external audit functions.
- Assist in the review of the work of other grant specialists for completeness, quality, and timeliness; distributes and balances the workload.

The duty station for this position is the National Science Foundation in Arlington, Virginia.

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/rotators/index.jsp.

The desired starting date for the position is negotiable. Formal consideration of applications will begin on, September 3, 2013 and will continue until a selection is made.

HOW TO APPLY

Please submit a cover letter and curriculum vitae or resume to:

Jamie H. French
Director of Operations, Division of Grants and Agreements
Office of Budget, Finance, and Award Management
National Science Foundation
4201 Wilson Boulevard, Suite I-495
Arlington, Virginia 22230

Applications may also be submitted by email to jhfrench@nsf.gov. The subject line of the email should be: DGA Grant Specialist Dear Colleague Letter.

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A HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION**