



**NATIONAL SCIENCE FOUNDATION  
4201 WILSON BOULEVARD  
ARLINGTON, VIRGINIA 22230**

**BFA 16-001**

**Dear Colleague Letter: Office of Budget, Finance & Award Management (BFA), Large Facilities Office (LFO), Large Facility Advisor Position-Employment Opportunity for Program Director Position (Open Until Filled)**

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October 3, 2016

Dear Colleagues:

Office of Budget, Finance & Award Management (BFA), Large Facilities Office (LFO), and National Science Foundation announces a nationwide search for a Large Facilities Advisor position to fill a Program Director position.

Formal consideration of applications will begin on **November 15, 2016** and will continue until a selection is made.

Program Directors have an unparalleled opportunity and responsibility to ensure NSF-funded research is at the forefront of advancing fundamental knowledge. In support of that, Program Directors are responsible for extensive interaction with academic research communities and industry, as well as interaction with other Federal agencies that may lead to development of interagency collaborations. Within this context, Program Directors solicit, receive and review research and education proposals, make funding recommendations, administer awards, and undertake interaction with research communities in these fields. They are also responsible for service to Foundation-wide activities and initiatives that together accomplish NSF's strategic goals to: 1) Transform the Frontiers of Science and Engineering, 2) Stimulate Innovation and Address Societal Needs through Research and Education, and 3) Excel as a Federal Science Agency. The position requires a commitment to high standards of intellectualism and ethical conduct, a considerable breadth of interest, receptivity to new ideas, a strong sense of fairness, good judgment, and a high degree of personal integrity.

NSF's Large Facilities Office (LFO) announces an opportunity for an individual with demonstrated experience in project management related to the construction or operation of large scientific facilities to assist in strengthening NSF's capabilities in project management, oversight and lessons-learned. The LFO is NSF's primary resource for all policy and process issues related to Research Infrastructure funded through the Major Research Equipment and Facilities Construction (MREFC) account as well as the NSF-wide resource on project management. Periodically rotating individuals with current and relevant project management experience into LFO is intended to bring fresh insights that will synergistically strengthen NSF's administrative partnership with the research community in fostering the planning, construction, and operation of major Research Infrastructure. It will also help to ensure that NSF's oversight practices are in line with the best available practices utilized by the scientific community and industry for strategic planning, budgeting, risk planning, and other infrastructure-related issues.

NSF Program Directors bear the primary responsibility for carrying out the Agency's overall mission to support innovative and merit-reviewed activities in basic research and education that contribute to the nation's scientific and technical strength, security security, and welfare. For Program Directors to

discharge this responsibility effectively requires technical knowledge in appropriate disciplines as well as access to specialized resources such as project management expertise that can supplement their own expertise in providing proper oversight. The selected individual will report directly to the Head, LFO. They will work closely with other BFA staff, NSF Program Directors and other program staff from the various research Directorates and Divisions in both an advisory and assurance role.

Duties Include:

1. As part of an NSF Integrated Project Team (IPT), provide assistance to NSF staff developing plans and strategies to conduct effective NSF oversight, assess and minimize programmatic risks, and evaluate risk-adjusted budgets appropriate to the technical scope by drawing on the individual's relevant experience.
2. Provide assurance that NSF policies, procedures and practices as published in NSF's *Large Facilities Manual* (LFM) and other relevant documents are being followed.
3. Assist the Program Officer with the planning and execution of NSF external reviews for projects in the Design, Construction and Operations Stages, as well as participating in those reviews and providing an independent assessment of the Recipient's ability to manage the project.
4. Review periodic reports and participate in site visits of NSF-funded major facilities and provide periodic assessments to the Head, LFO on project management and performance baseline (cost, scope, and schedule) issues, including monitoring using Earned Value Management.
5. Participate in developing and revising NSF policies and procedures related to Research Infrastructure oversight.

Applicants should have at least a Bachelor of Science degree in a science or engineering field, hold a certification in Project Management from a recognized authority, have a broad knowledge in a capital-intensive programs funded by NSF or other Federal agencies, and at least six (6) years of recent experience in a position with significant management responsibility for either construction or operation of a major research facility. Certifications in EVMS and Risk Management are desirable.

**Intergovernmental Personnel Act (IPA) Assignment:** Individuals eligible for an IPA assignment with a Federal agency include employees of State and local government agencies or institutions of higher education, Indian tribal governments, and other eligible organizations in instances where such assignments would be of mutual benefit to the organizations involved. Initial assignments under IPA provisions may be made for a period up to two years, with a possible extension for up to an additional two-year period. The individual remains an employee of the home institution and NSF provides the negotiated funding toward the assignee's salary and benefits. Initial IPA assignments are made for a one-year period and may be extended by mutual agreement. For additional information regarding IPA positions, please visit the NSF website at: <https://www.nsf.gov/careers/rotator/ipa.jsp>.

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/careers/> and <http://www.nsf.gov/careers/rotator/microsite/>.

Applications will be accepted from US Citizens. Recent changes in Federal Appropriations Law require Non-Citizens to meet certain eligibility criteria to be considered. Therefore, Non-Citizens must certify eligibility by signing and attaching this [Citizenship Affidavit](#) to their application. We also ask that you complete and submit the [Applicant Survey Form](#). This will help NSF to ensure that our recruiting efforts are attracting a diverse candidate pool; it will be used for statistical purposes only.

**NSF is relocating to Alexandria, Virginia. In late summer of 2017, NSF will begin the transition from its current location in Arlington, Virginia to 2415 Eisenhower Avenue, Alexandria, VA 22314. The new location is adjacent to a Metro station (Eisenhower Avenue on the Yellow Line) and there is ample parking in the area. There are several amenities nearby, such as restaurants, hotels, and shops."**

Should you or your colleagues be interested in this position, or wish to nominate suitable candidates, please email a current CV accompanied by a cover letter highlighting the background that specifically relates to the program objectives to:

Mr. Matthew Hawkins  
Head, Large Facilities Office  
National Science Foundation  
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A HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION.**