



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

**HRM 17-001**

**Detail Opportunity: Acting Deputy Division Director, Division of Human Resource Management, Office of Information and Resource Management (Closes: 1/23/2017)**

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January 6, 2016

The Office Information and Resource Management is offering a detail opportunity to serve as the Acting Deputy Division Director, Division of Human Resource Management (HRM). This detail is open to all qualified permanent NSF employees as well as Federal employees currently enrolled in an SES Candidate Development Program and current SES employees seeking the challenge of a rotational assignment. The detail 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**

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The Acting Deputy Division Director will participate with the Division Director in providing leadership and direction to the HRM division. The incumbent will provide advice and support to the Division Director in the development and implementation of NSF’s human capital management initiatives and will oversee the day-to-day operations of the Division including budget preparation and contract administration.

### **Qualifications**

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**Professional/Technical Requirements:** Experience that demonstrates knowledge of federal human resource principles and regulations as well as administrative processes including creating, justifying and managing budgets; performing successful organizational management; setting and implementing long range goals and organizational plans; and demonstrating leadership ability by developing, promoting, and implementing effective human capital strategies with a strong emphasis on customer satisfaction, and data-driven decision making.

### **Evaluation**

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

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

- Building Coalition

## How to Apply

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Interested applicants should submit a resume and a narrative statement addressing his/her background in terms of the qualification requirements. Applications must be received by 11:59 P.M. on the closing date. Applications may be submitted electronically to [execsrch@nsf.gov](mailto:execsrch@nsf.gov) or delivered to: Division of Human Resource Management, Executive Services Section, Room 315.

**Contact Information:** Susanna Pack (703) 292-4368 or [spack@nsf.gov](mailto:spack@nsf.gov)