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**NATIONAL SCIENCE FOUNDATION
2415 EISENHOWER AVENUE
ALEXANDRIA, VIRGINIA 22314**

DAS 18-001

**Detail Opportunity: Acting Deputy Division Director, Office of Information and Resource Management (OIRM), Division of Administrative Services (DAS)
(Closes: 2/14/2018)**

February 7, 2018

The Office of Information and Resource Management is offering a detail opportunity to serve as the Acting Deputy Division Director, Division of Administrative Services (DAS). **This detail is open to all qualified permanent NSF employees. 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

The Acting Deputy Division Director (DDD) will serve as a key advisor to the Division Director (DD) in all phases of DAS activities. The DDD will participate fully with the DD in the management of the Division, with special responsibility for day-to-day operations of administrative services and systems, and internal division activities, and will serve as Acting DD in the absence of the DD.

QUALIFICATIONS

Professional/Technical Requirements: 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 encourage you to specifically address the Quality Ranking Factors below:

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

HOW TO APPLY

Interested applicants should submit a resume and are 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 11:59 P.M. on the closing date of February 14, 2018. Applications may be submitted electronically to execsrch@nsf.gov or delivered to: Division of Human Resource Management, Executive Services Branch, 15th Floor.

CONTACT INFORMATION

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