



NATIONAL SCIENCE FOUNDATION
2415 EISENHOWER AVENUE
ALEXANDRIA, VIRGINIA 22314

DIS 18-001

Dear Colleague Letter: Detail Opportunity for Acting Deputy Division Director, Division of Information Systems (DIS), Office of Information and Resource Management (OIRM) (Closes: 1/10/2018)

December 20, 2017

Dear Colleague:

The Office Information and Resource Management is offering a detail opportunity to serve as the Acting Deputy Division Director, Division of Information Systems (DIS). **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 will participate with the Division Director in providing leadership and direction to DIS. The incumbent will provide advice and support to the Division Director in the development and implementation of NSF's IT initiatives and will oversee the day-to-day operations of the Division including, development of overall goals and objectives in planning and direction of activities, coordination of special projects, and act in the capacity of the Division Director when absent from the NSF.

QUALIFICATIONS

Professional/Technical Requirements: Experience that demonstrates knowledge of federal Information Technology (IT) management principles and practices, 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 IT modernization strategies with a strong emphasis on customer satisfaction.

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 Coalition

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 January 10, 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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