April 12, 2019

Dear Colleagues:

The Directorate for Education and Human Resources (EHR) is offering a detail opportunity to serve as the Acting Deputy Division Director, Division of Human Resource Development (HRD). This detail is open to all qualified NSF employees and IPAs currently working at NSF and 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 Division of Human Resource Development (HRD) is located in the Directorate of Education and Human Resources (EHR). The mission of EHR is to provide the research foundation to develop a diverse science, technology, engineering, and mathematics (STEM)-literate public and workforce ready to advance the frontiers of science and engineering for society. HRD manages a number of programs that focus on building research capacity in STEM and STEM education at minority serving institutions such as Historically Black Colleges and Universities, Hispanic-Serving Institutions, Tribal Colleges and Universities, and Alaska Native and Native Hawaiian-Serving Institutions.

The Acting Deputy Division Director (DDD) participates with the Division Director in providing leadership and direction to HRD. The incumbent will provide advice and support to the Division Director in carrying out Division-wide responsibilities such as strategic planning and management, development of overall goals and objectives, performance management,
budget preparation and submission to Congress, recruitment, coordination of special projects, and oversight of the day-to-day operations of the Division.

QUALIFICATIONS

Professional/Technical Requirements: Ph.D./Ed.D. or a combination of education and equivalent professional experience, in science, technology, engineering or mathematics (STEM).

EVALUATION

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

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

HOW TO APPLY

Interested applicants must submit a resume and a narrative statement addressing their 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 or delivered to: Division of Human Resource Management, Executive Services Branch, suite W15200.

CONTACT INFORMATION

Kate Garcia, 703-292-2584, email kgarcia@nsf.gov.

NSF is an Equal Opportunity Employer Committed to Employing a Highly Qualified Staff that Reflects the Diversity of Our Nation.