

DIVISION DIRECTOR

This position is for the Division Director for the Division of Chemistry, within the Directorate for Mathematical and Physical Sciences.

The Directorate for Mathematical and Physical Sciences (MPS) announces a nationwide search to fill the position of Division Director, Division of Chemistry (CHE). Appointment to this Senior Executive Service position may be on a career basis, or on a one- to three-year limited-term basis, with a salary range of \$185,335 to \$206,950. Alternatively, the incumbent may be assigned under the Intergovernmental Personnel Act (IPA) provisions. Information about the Division's activities may be found at: <https://www.nsf.gov/div/index.jsp?div=CHE>

Serves as the Division Director of the Division of Chemistry and as a member of the leadership team of the Directorate for Mathematical and Physical Sciences. Leads a team of program officers in managing a broad portfolio of investments in research and education in Chemistry. The incumbent has managerial and oversight responsibilities for the effective use of Division staff and resources in meeting organizational goals and objectives. This includes directing the activities of the Division, assessing the needs and trends in research and education related to the Division's programs, implementing overall strategic planning, and policy setting.

The Division Director supervises and provides leadership and guidance to senior executive level CHE staff (Deputy Division Director), CHE program officers, administrative and support personnel. The Division Director determines funding requirements, prepares and justifies budget estimates, balances program needs, allocates resources, oversees the evaluation of proposals and recommendations for awards and declinations, and represents NSF to relevant external groups. The Division Director fosters partnerships with other Divisions, Directorates, Federal agencies, scientific organizations, and the academic community.

The mission of the NSF Division of Chemistry (CHE) is to support innovative research in chemical sciences, integrated with education, through strategic investment in developing a globally engaged U.S. chemistry workforce reflecting the diversity of America. CHE manages programs with a total annual budget of over \$260 million. These programs support research and education that expand the knowledge base of the science of chemistry through single investigator and collaborative research.

Qualifications

EXECUTIVE CORE QUALIFICATIONS (ECQs): Unless you are currently under a career SES appointment, are eligible for reinstatement into SES, or have successfully completed a SES Candidate Development Program approved by OPM, you must submit written statements (narrative format) describing accomplishments that would satisfy the ECQs. If you fail to do so, you will be rated as "ineligible."

1. **Leading Change.** This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent in this ECQ is

the ability to establish an organizational vision and to implement it in a continuously changing environment.

2. **Leading People.** This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent in this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

3. **Results-Driven Leadership.** This core qualification involves the ability to meet organizational goals and customer expectations. Inherent in this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

4. **Business Acumen.** This core qualification involves the ability to manage human, financial, and information resources strategically.

5. **Building Coalitions.** This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, non-profit and private sector organizations, foreign governments, or international organizations to achieve common goals.

MANDATORY TECHNICAL QUALIFICATIONS (MTQs): All applicants must submit written statements (narrative format) of accomplishments that would satisfy the MTQs for this vacancy. You must address each MTQ qualification separately.

1. Substantial research contributions and strong evidence of scholarship in areas related to chemistry as evidenced by publications, innovative leadership in research administration, and/or professional leadership and awards in these technical areas.

2. Skill in balancing complex and diverse program demands and available resources in response to major advances or changing needs of science and engineering research and technology.

3. Broad understanding of universities and other institutions where research and education in science and engineering is conducted. Knowledge of grant administration and fiscal management with experience in chemistry research support.

Desired

1. Education, strongly preferred at the Ph.D. level, or equivalent professional experience, or a combination of education and equivalent experience in chemistry or a closely related field.

When responding to the MTQ and ECQ qualifications, you must clearly show that you possess the experience, knowledge, skills and ability to perform the duties of this position by submitting narrative responses in which you detail your experience in each of the ECQs and MTQs.

Your examples should be clear and emphasize your level of responsibilities, scope, and

complexity of the programs managed and program accomplishments with results of your actions, policy initiatives and level of contacts.

Applicants who do not provide narrative statements addressing both the ECQs and MTQs will be rated as ineligible.

Applicants currently serving under a career Senior Executive Service (SES) appointment, eligible for reinstatement into SES, or have successfully completed a SES Candidate Development Program (CDP) approved by OPM are not required to address the Executive Core Qualifications (ECQ); but a narrative statement for each of the Mandatory Technical Qualifications (MTQ) is required.

To view additional information on the proper preparation of Executive Core Qualification (ECQs) statements, applicants are strongly encouraged to review the Office of Personnel Management's Guide to Executive Qualifications.

<http://www.opm.gov/policy-data-oversight/senior-executive-service/executive-core-qualifications>

Education

Please refer to the Qualifications section.

Additional information

The Senior Executive Service (SES) covers managerial positions above GS-15 in the Federal Service. Persons appointed to the SES are eligible for health benefits, life insurance, social security, Federal retirement and thrift savings plan coverage, and participate in the Federal leave system. Competitive status is not required, veteran's preference does not apply and there are no grade restrictions.

Relocation expenses may be paid contingent upon the availability of funds.

Federal Appropriations Law requires that Non-Citizens meet certain eligibility criteria to be considered. Therefore, Non-Citizens must certify eligibility by signing and attaching this Citizenship Affidavit to their application. Non-Citizens who do not provide the affidavit at the time of application will not be considered. **Non-Citizens are not eligible for positions requiring a security clearance.**

It is NSF policy that NSF personnel employed at or IPAs detailed to NSF are not permitted to participate in foreign government talent recruitment programs. Failure to comply with this NSF policy could result in disciplinary action up to and including removal from Federal Service or termination of an IPA assignment and referral to the Office of Inspector General. [Foreign Talent Definitions](#)

Only applications submitted according to the instructions on the job announcement listed at www.usajobs.gov will be considered.

Applicants must complete and submit an application online at the Office of Personnel Management (OPM) USAJOBS website at <https://www.USAJOBS.gov>. Applications submitted other than the USAJOBS online application WILL NOT BE CONSIDERED under this announcement. Applications must be received by the closing date.

NSF is an equal opportunity employer committed to employing a highly qualified staff reflecting the diversity of our nation.