

DEPUTY DIVISION DIRECTOR

[National Science Foundation](#)

Mathematical and Physical Sciences, Division of Materials Research

Summary

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

For more information about MPS [click here](#)

For more information about DMR [click here](#)

- **Salary**

\$193,819 - \$216,470 per year

Duties

Serves as Deputy Division Director in the Division of Materials Research (DMR). The mission of the Division of Materials Research is to make new discoveries about the behavior of matter and materials; to create new materials and new knowledge about materials phenomena; to address fundamental materials questions that often transcend traditional scientific and engineering disciplines and may lead to new technologies; to build the knowledge base needed to enable the design of materials; to prepare the next generation of materials researchers; to develop and support the instruments and facilities that are crucial to advance the field; and to share the excitement and significance of materials science with the public at large.

Within the Division, the Deputy Division Director works with the Division Director in providing leadership and management to the Division's programs and assists the Division Director in carrying out Division wide responsibilities such as the preparation of budget submissions for Congress, oversight and management of the Division budgets, and the recruitment of scientific staff. The incumbent also supervises and provides leadership and guidance to administrative and support personnel within the Division. Externally, the Deputy Division Director represents the Division in a variety of NSF-wide and interagency activities related to research and education, and in interactions with the community.

Requirements

Conditions of Employment

Key Requirements:

1. One year probationary period required for all new Career SES appointments
2. Requires an Executive Branch Personnel Public Financial Disclosure OGE-278
3. US Citizenship or appropriate affidavit

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.

Essential

1. Substantial research contributions and strong evidence of scholarship in areas related to materials research as evidenced by publications, innovative leadership in research administration, and 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 including knowledge of grant administration and fiscal management with experience in chemistry research support.

Desired

1. Ph.D. or equivalent professional experience, or a combination of education and equivalent experience in materials research 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.

The Selected Candidate(s) may be subject to a background investigation." The Selected Candidate(s) may be subject to a background investigation.

Relocation expenses are not authorized.

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.

How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

Applicants will be screened for basic eligibility according to the qualification requirements. Eligible applicants will be reviewed by an Evaluation Panel according to the criteria based on the qualification requirements. The best qualified candidates will be referred to the appropriate official who will recommend selection. All applicants will be considered without regard to race, color, religion, sex, national origin, political affiliation, marital status, physical disability, age, membership in an employee organization, or other non-merit reason.

Required Documents

1. **Resume:** Submit a resume or CV to describe your qualifications. Applicants typically provide the following information:

Full name, mailing address, and day email address and evening telephone numbers.

Educational information, including the name, city and state of your colleges or universities you attended, as well as the type and year of any degrees received.

Information about your paid and non paid work experience related to this position including:

- Job title (include series and grade, if Federal job)
- Duties and accomplishments
- Employer's name and address
- Supervisor's name and phone number (indicate if we may contact your current supervisor)
- Starting and ending dates of employment (month/year)

- Information about honors, awards, and special accomplishments

2.MTQ Statement: A narrative statement specifically addressing the Mandatory Technical Qualifications for this vacancy. Applicants who do not provide a narrative statement addressing each MTQ individually will be rated as ineligible.

3.ECQ Statement: A narrative statement specifically addressing each individual Executive Core Qualification. In lieu of the narrative statement, current career SES members, reinstatement eligible, and SES Candidate Development Program graduates must provide the documentation in item #4. Applicants who do not provide a narrative statement individually addressing each ECQ will be rated as ineligible.

4.All current and former career SES members must provide an SF-50, Notification of Personnel Action documenting their status or reinstatement eligibility. Candidates who have successfully completed an Office of Personnel Management approved SES Candidate Development Program must submit a copy of their Qualification Review Board (QRB) certificate.

Additional Documentation:

In order to be considered for federal appointments, Non-Citizens must affirm that they meet the Appropriations Law eligibility criteria by signing and attaching this Citizenship Affidavit to their application. This also applies to individuals considered for Intergovernmental Personnel Act (IPA) assignments to NSF. Non citizens who do not provide the affidavit at the time of application will not be considered. Non-Citizens who are exempt from the Appropriations Law requirements due to their status as officers or employees of the U.S. government on December 16, 2009 must provide a statement with their application noting their exemption with documentation of proof of status as officers or employees of the U.S. government on that date. Non-Citizens are not eligible for positions requiring a security clearance.

Please review your application packet to ensure that you have submitted all documentation that you want considered.

How to Apply

Applicants must complete and submit an application online at the Office of Personnel Management (OPM) USAJOBS website at <https://www.USAJOBS.gov>. An account must be established at the OPM website following the instructions provided in order to apply for the position. Once you have completed the USAJOBS process, you will be re-directed to the USA Staffing system to complete your application process, answer the online questions, and submit all required documents. Applications submitted other than the USAJOBS online application WILL NOT BE CONSIDERED under this announcement.

- Your application and all supporting documents must be received by 11:59 pm Eastern Standard Time (EST) on the closing date of this announcement. Applicants applying online for this position will be able to apply until 11:59 pm Eastern Standard Time (EST) on the closing date of this announcement. Please allow adequate time to complete your application.

-If you encounter technical difficulties during the process, please submit a [USA Staffing Help Ticket](#) for assistance. If you have technical difficulties applying to the vacancy on the USAJOBS website, click on Contact [USAJOBS](#). It is suggested that you do not wait until the last day to apply for a vacancy announcement. We will not accept applications other than those submitted through USAJOBS.

- As the applicant, it is your responsibility to verify that information entered, uploaded, and submitted is received and is accurate. Ensure that your application includes the required documents listed under "Required Documents" and that they are uploaded in the appropriate fields.

- If you need a reasonable accommodation for any part of this application and hiring process, please notify the point of contact on this job opportunity announcement.

IMPORTANT NOTE: PLEASE DO NOT INCLUDE YOUR SOCIAL SECURITY NUMBER OR DATE OF BIRTH ON YOUR APPLICATION DOCUMENTS.

Agency contact information:

Executive Services Branch

Email

execsrch@nsf.gov

Next steps

You will receive updates throughout the process notifying you of your status.

You may check the status of your application at any time on the [USAJOBS website](#)

Applicants should click 'Track this Application' in the Applicant Dashboard to receive application updates.