

United States Jobs Expertini®

Interdisciplinary (Program Director)

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Company: National Science Foundation

Location: Alexandria

Category: community-and-social-service

Summary

The National Science Foundation is seeking a qualified candidate for an Interdisciplinary (Program Director) position for the Arctic Natural Sciences Program within the Directorate for Geosciences (GEO), Office of Polar Programs (OPP) in Alexandria, VA.

For more information on GEO please click .

For more information on OPP please click .

Duties

The responsibilities of the NSF program officer are constantly evolving. The program officer is guided by the goals of NSF's Strategic Plan: (1) enable the United States to uphold a position of world leadership in all aspects of science, mathematics, and engineering, (2) promote the discovery, integration, dissemination, and employment of new knowledge in service to society, and (3) achieve excellence in . science, mathematics, engineering, and technology education at all levels. The core strategies NSF staff employs include developing intellectual capital, strengthening the physical infrastructure, integrating research and education, and promoting partnerships.

Responsibilities of the program officer include, for example, long-range planning and budget development for the areas of science represented by the program or program cluster, the administration of the merit review process and proposal recommendations, the preparation of press releases, feature articles and material describing advances in the research supported,

and coordination and liaison with other programs in NSF, other Federal agencies and organizations.

Major Duties and Responsibilities

Program Planning and Management:

Maintain a healthy balance of support for the needs of the research and education enterprise through program, division, directorate, foundation, and interagency activities.

Exercise appropriate scientific judgment to ensure integrity and consistency in the grant/declination process without conflicts-of-interest, and with balance among appropriate sub-fields and institutions, and participation of all qualified scientists

Manage an effective and timely merit review process, with attention to increasing the size and quality of the reviewer pools and ensuring participation of diverse groups, including women, minorities, and disabled scientists.

Provide scientific expertise, evaluation, and advice for other programs in NSF, including international programs, and cross-directorate programs.

Advise and assist in the development of short- and long-range plans and in establishing goals and objectives for research programs. Plan the budget for program(s) considering past, present, and future fiscal years. Allocate resources within that budget distributing resources among major competitive projects and manage post-award evaluation.

Control waste, fraud, and abuse.

Representation, Communication, and Leadership:

Represent the Program, Section, Division, and Foundation within the scientific community; with other NSF Divisions; with other agencies and organizations; and with the public, accurately reflecting NSF policy and positions

Create and maintain linkages to other NSF units and other Federal agencies to support the overall NSF mission

Participate in staff, panel, committee, and other meetings and represent the Program in interdisciplinary and cross- directorate activities and programs

Pursue affirmative action and Equal Employment Opportunity (EEO) goals

Pursue and/or be responsive to assignments on special projects and temporary functional teams across the Foundation to solve problems, improve staff communication, and effect coordination for special programs

Contribute ideas for improving the quality of policies and NSF's performance of its mission. Develop policies and plans for strengthening research and education programs.

Provide information to the community on how NSF is serving its mission and gather data and impressions from the community on the effectiveness of NSF's performance of its mission

Prepare and disseminate informational documents that may include data on progress being made toward NSF's goals, trends, and budget plans

Professional Development:

Establish contacts and maintain active involvement in research areas supported by the Program and related areas through participation in professional activities. Maintain familiarity with salient current research developments. Pursue individual research as workload and travel funds permit

Expand administrative capabilities through training courses or assumption of new management responsibilities

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