Office of the Administrator: Office of Agency Council Staff

The NASA Headquarters (HQ) Office of the Administrator has one-year developmental opportunities available within the Office of Agency Council Staff (OACS) for Council Executives. The selected Council Executives will support NASA’s most senior leaders including the NASA Associate Administrator and Deputy Associate Administrator. This is an outstanding developmental opportunity that provides insight to the Agency's governance process, senior leadership styles and priorities at the highest levels of the agency, and Agency programs, missions and operations.

Positions may include serving as Executive for one or more of: the Agency Program Management Council (APMC), Acquisition Strategy Council (ASC), Mission Support Council (MSC) and/or Baseline Performance Review (BPR).

Experience with program/project implementation is highly desirable for Agency Program Management Council APMC, ASC and BPR Executives; experience with Agency/Center business management or technical capability management is highly desirable for MSC Executives, although highly qualified applicants from all professional backgrounds will be considered.

In addition to Agency Council support, responsibilities may include continual improvement projects, and special analyses and projects for the Office of the Administrator. Alignment of these responsibilities with the selected detailees will be managed and assigned by the Director of OACS depending on office needs and selectees' background, interest and desired areas of professional development.

These opportunities are open to qualified civil servants Agency-wide at the GS-15 grade level and are offered as extended temporary duty (eTDY) assignments at HQ, with OACS funding the necessary eTDY expenses. Selectees' parent organizations will continue to fund salary and overhead.

Due to the high visibility of these positions, and their interaction with senior Agency leaders, applicants with strong evidence of leadership and teaming skills in their resumes are strongly desired. Successful candidates must demonstrate strength in all of the critical skill areas listed below. Appropriate endorsement from HQ or Center senior leaders has in the past been highly valuable in considering applications.

Based on submitted nomination packages, invited candidates will be asked to provide a more detailed statement of interest and a writing sample, and participate in a remote interview with the Director and current Council Staff team.

Grade Levels: GS-15
Location: NASA Headquarters
Duration: 12 months with an intended start date of early September 2019
Who will be considered: Civil servants only
Skills required:

- Applicants should meet the grade-level criteria specified in the call and able to commit to a detail period of approximately one year at NASA Headquarters (minor adjustments to the schedule are negotiable in special circumstances). Candidates' resumes and interviews should demonstrate the following critical skills:
  - Very high proficiency in both oral and written communication
  - Critical thinking and reasoning skills
  - Ability to formulate timely, flexible and creative solutions to problems;
  - Customer service skills and diplomacy
  - Ability to adhere to disciplined and documented Office processes, which are critical to successfully implementing the OACS mission;
  - Ability to work effectively in diverse teams; building supportive relationships within the OACS office and with people across the agency;
  - Understanding of the overall roles and responsibilities of NASA Headquarters, Mission Directorates, and Center organizations
  - Additional position-specific experience or expertise as described above

Background for applicants:

NASA has historically used Councils to govern the Agency. Councils evaluate and make decisions, which involve high levels of integration, visibility, stakeholder consultation, and business case assessment. Governance by council provides high-level oversight, sets requirements and strategic priorities, and guides key assessments of the Agency. NASA has five Agency-level councils with distinct responsibilities: the Executive Council (EC), the Senior Management Council (SMC), the Acquisition Strategy Council (ASC), the Agency Program Management Council (APMC), and the Mission Support Council (MSC). While not a council, the Baseline Performance Review (BPR) is closely linked with the councils and monitors the Agency’s performance on a monthly basis.

Council Executive Responsibilities:

Executives facilitate the NASA governance process. Duties include but are not limited to:

- Working directly with the Associate Administrator and Deputy Associate Administrator to implement their goals, objectives and priorities as council Chair(s);
- Working with analysts and Agency organizations to ensure decision packages and presentations are appropriately researched, reflect sound analytical thinking, and are debated and vetted before coming to a Council for a decision;
- Ensuring decision memoranda are clear, specific, understandable, implementable, configuration controlled, signed by members, and appropriately archived;
- Coordinating meeting logistics, including schedules, agenda, read-aheads, pre-briefs, locations, invitations, attendance and audio visual support;
- Documenting and distributing decisions and tracking action items/milestones to completion;
At the end of their detail, conducting and briefing a formal analysis and assessment of the health of the governance processes associated with their assigned Council(s).