

POSITION DESCRIPTION
ASSOCIATE DIRECTOR FOR SOCIAL SCIENCE RESEARCH AND ADVISOR TO THE
DIRECTOR FOR BASIC RESEARCH

ANNOUNCEMENT:

The Office of the Deputy Assistant Secretary of Defense (DASD) for Research, within the Office of the Assistant Secretary of Defense for Research & Engineering (ASD(R&E)), is seeking candidates for the position of Associate Director for Social Science Research, including direction of the Minerva Research Initiative program. Please send resumes and any additional information you may deem relevant to Dr. David Montgomery (david.w.montgomery61.ctr@mail.mil).

Eligibility:

- Position is to be filled through the Intergovernmental Personnel Act mobility program¹ or through a Service liaison authority detail.
 - Intergovernmental Personnel Act mobility program
 - Applicants must be an employee of a federal, state, or local government; an Indian tribal government, an institution of higher education, or other eligible organization such as a nonprofit institution or a federally funded research and development center, as defined in 5 CFR 334.102.
 - Service Liaison Authority Detail
 - Applicants must be a GS-14/15 (or equivalent) employed within the Department of Defense or the Services.

Requirements:

- Master's Degree in the social and behavioral sciences or relevant technical field is required; a Ph.D. degree is desired.
- Demonstrated experience with the management of large programs
- Demonstrated history of exceptional professional and/or academic achievement.
- Ability to quickly and effectively analyze, summarize and communicate the intellectual content of technical information to both academic and lay audiences, and have the ability to multi-task and respond to quick turn-around requests.
- Strong time management skills and ability to work independently; a self-starter.

¹ Learn more at <https://www.opm.gov/policy-data-oversight/hiring-information/intergovernment-personnel-act/>.

General Duties and Responsibilities:

As Associate Director for Social Science Research, the incumbent is under the general supervision of the Director for Basic Research within ASD(R&E), with close coordination with the DASD for Strategy and Force Development within the Policy organization of the Office of the Secretary of Defense (OSD). **The primary focus of this position is direction and oversight of the Minerva Research Initiative**, a \$30 M defense social science research program with a broad portfolio ranging from the mechanisms of radicalization to geopolitical power projection in a multipolar world. In addition, the incumbent will advise the Director for Basic Research in assessing scientific opportunities and will have opportunities to contribute to Strategy efforts within OSD Policy.

While not a supervisory position, the individual selected will ensure technical oversight of a portfolio of research through the coordination of designated Program Offices in the military service research organizations. Demonstrated skill in leadership and program management is highly desired.

ASD(R&E) is looking for a highly motivated thinker with superb analytic, organizational, communication, and interpersonal skills. This position requires the ability to bridge academic and policy communities and work collaboratively with DoD stakeholders, including the Service research organizations, OSD Policy offices, the Joint Staff, the Combatant Commands, the Intelligence Community, and the US Government interagency.

The Associate Director will be required to:

- Lead DoD Minerva-related concept development, technical standards, strategy, and policy activities;
- Oversee and coordinate Minerva project management and execution through Program Officers and contracting offices at Service basic research funding organizations;
- Manage program resources including budgeting and financial oversight of program investments. Resources should be allocated across investment types and priority topic areas in a manner to best meet the program objectives;
- Run an annual research solicitation, including: the development of priority research topic areas; ensuring that the evaluation is conducted according to DoD and Federal acquisition policies and with appropriate subject matter expertise, recommending a slate of awards for leadership approval based on formal evaluations in conjunction with portfolio balance interests and funding available; and coordinating the final awards for execution by the designated Service research organizations;
- Facilitate the transition of research insights to DoD decision makers and the broader national security community. This includes conducting program outreach across DoD and the interagency and connecting Minerva researchers to opportunities to serve as Subject Matter Experts for DoD;
- Serve as the primary DoD point of contact on activities related to basic research for social sciences. This includes briefing Minerva social science programs within the Department and to

key external audiences, including interagency and foreign counterparts, Congressional staff, and the academic community;

- Organize an annual conference to enable technical oversight of research investments while facilitating productive connections between researchers and government practitioners.

As advisor to the Director for Basic Research, the Associate Director for Social Science Research will be required to:

- Provide leadership in assessments of social science basic research programs and investments;
- Design and establish a light footprint biennial review process for social science basic research programs Department-wide
- Provide managerial and scientific advice to the ASD(R&E) Research Directorate and other senior personnel of the ASD(R&E);
- Provide critical input to planning, high level briefings, and documentation relating to defense basic research priorities;
- Recognize promising new scientific and technological concepts and findings in their infancy and evaluate their feasibility and applicability to Minerva and DoD missions broadly;

Security Clearance Information:

Minimum security clearance level required for this position is SECRET with ability to obtain and maintain a Top Secret Clearance. Top Secret/Sensitive Compartmental Information (TS/SCI) access is strongly desired.