Description of Duties and Responsibilities:
The National Institutes of Health (NIH) is the principal health research agency of the Federal Government; it is a component of the Department of Health and Human Services. With headquarters in Bethesda, Maryland, the NIH is a large, complex organization composed of 27 distinct institutes and centers. The NIH Extramural Program is the largest single source of funding for biomedical and behavioral research in the United States. Extramural research represents approximately 85% of the NIH budget. NIH has over 17,000 employees.

The NIH extramural research program is the largest single source of funding for biomedical and behavioral research in the United States. Extramural research represents approximately 85% of the NIH budget. The Office of Extramural Research is responsible for the establishment, direction and implementation of standards for the program management of all NIH extramural activities, including; providing advice and guidance to NIH Institutes and Centers (IC) in the development of policies for their extramural research and training programs and ensuring their proper application; coordinating the appropriate use of grants, cooperative agreements, and contracts for the NIH; representing the NIH on overall extramural policies; developing new or revised programs to meet changing research and manpower needs; leading various groups, committees, and subcommittees in extramural programs on policy and operations; representing the Director, NIH on interagency administration advisory committees for extramural research and training programs; and overseeing the implementation of the Federal Reports Act and the President's program for reduction of reporting burdens. These activities have major impact on all NIH grantees, both national and international.

POSITION: The Office of Extramural Research (OER), NIH seeks exceptional candidates for the position of Director, Office of Laboratory Animal Welfare (OLAW). Primary responsibilities for the OLAW include:

1. In conjunction with other Departments and Agencies in the Federal Government, develops and coordinates appropriate Public Health Service (PHS) regulations, policies, and procedures on the Humane Care and Use of Laboratory Animals involved in research conducted or supported by any component of the Public Health Service.
2. For this PHS policy, establishes criteria for and negotiates assurances of compliance with all institutions, government and non-government, in which activities involving live vertebrate animals are conducted or supported by PHS.

3. Exercises compliance oversight for this policy.

4. Conducts programs of clarification and guidance on the use of animals in research; directs the development and implementation of educational and instructional programs; and generates educational resource materials.

5. Evaluates the effectiveness of PHS policies and programs for the humane care and use of laboratory animals; and serves as liaison to Presidential, Departmental, Congressional, interagency, and non-governmental Commissions and Boards established to examine issues pertaining to laboratory animal care and use in research, and exercises leadership in identifying and addressing such issues.

The director supervises and manages a staff of nine FTE, including three veterinarians, policy analysts, and other support staff with a budget of approximately $1.6 million. The Division of Assurances negotiates assurances of compliance with research institutions and develops relevant policies, implementing guidelines, and procedures. The Division of Compliance Oversight conducts inquiries and investigations into alleged policy non-compliance. The director develops long range and short-range plans, determines priority objectives, manages resources and staff in two divisions, and generally oversees or participates directly as needed in policy and procedure development, assurance negotiations, compliance inquiries, and outreach and other education and communication efforts. In addition to advising the Deputy Director for Extramural Research, NIH, the OLAW Director also advises the Secretary and Assistant Secretary, DHHS, and the Director, NIH, on ethical and scientific issues pertaining to laboratory animal care and use in research, research training and biological testing, including all issues relative to the implementation of PHS Policy on Humane Care and Use of Laboratory Animals. He/she maintains liaison and coordinates policy implementation with components throughout PHS and the Federal Government that conduct or support activities involving animals. The incumbent directs the development and implementation of educational and instructional programs and generates resource materials relating to the responsibilities of the research community for the appropriate care and use of laboratory animals. He/she specifically conducts various outreach and educational activities that include presentations at professional society meetings or initiation and negotiation of partnerships or collaborations with the international or domestic scientific community.

CHALLENGE: This office has primary responsibility for the development and implementation of the PHS policy on the humane use and care of laboratory animals, monitoring of compliance with this policy, coordination of program guidelines, and development and maintenance of the applicable information systems necessary to coordinate with NIH grants administration. The incumbent must be able to balance the welfare of animals with the specific objectives of NIH-supported research.

**Basic Qualification Requirements:**

- Applicants must have a doctoral degree: DVM or VMD degree from a veterinary school accredited by the American Veterinary Medical Association or an MD, PhD, or other doctoral degree in the biological or health related sciences.

- Sound understanding of the complex rules governing the care and use of animals in research activities and the ability to provide consistent interpretation of these rules.

- Ability to coordinate policy development and implementation within organizations or institutions that conduct or support research.

- Ability to apply broad knowledge, creativity, and flexibility to recognize, reconcile, and gain the support of constituents - both internal and external to the NIH - that may have competing interests.

- At least three years of program management or supervisory experience relevant to institutional programs of animal care and use, with demonstrated ability to coordinate, integrate and motivate a highly professional and skilled workforce.
Ability to communicate effectively, both orally and in writing, PHS Policy requirements, interpretations, and positions related to animal care and use.

Sound understanding of veterinary terminology and procedures used in research.

Desirable Qualifications for Candidates include the following knowledge, skills and/or abilities:

If holder of DVM or VMD degree, current license to practice veterinary medicine in a state.

Knowledge and understanding of scientific methods and procedures in areas such as biology, disease prevention, treatment, and research mechanisms.

Knowledge and/or experience in laboratory animal science or medicine in a research or research support environment.

Knowledge of the organization, policies, and missions of the NIH and the PHS.

Knowledge and understanding of the U. S. Department of Agriculture (USDA) regulations, policies, and compliance activities pertaining to animal care and use.

Knowledge and understanding of the social, legal, and ethical implications of biomedical and behavioral research.

Ability to manage outreach or educational activities in the scientific community.

Ability to organize complex sets of materials, to write comprehensive reports, to negotiate with persons at every level within the research community and the government, and to coordinate efforts with senior staff of various organizations.

Standards of Conduct/Financial Disclosure: All employees of the Federal Government are subject to the conflict of interest statutes and regulations, including the Standards of Ethical Conduct, that govern activities with outside organizations and reporting financial holdings. This position will require that the incumbent complete a financial disclosure report. Applicants are encouraged to review the NIH Ethics Program website at: http://ethics.od.nih.gov.

PHS Commissioned Officers interested in performing the duties of this position within the Commissioned Corps may indicate this when submitting the mandatory information listed below.

MANDATORY APPLICATION PROCEDURES: To be considered for this position, you MUST submit your curriculum vitae (CV) and a statement (not to exceed four pages) describing (1) why you are interested in this position; (2) your vision of the opportunities and challenges that the position offers and how you would meet them; and (3) how your experiences enable you to address the required and desirable qualification factors for the position.

You may apply for this position in any of the following ways:

MAIL TO:
HR Administrative Officer
Office of Extramural Research
Office of the Director, NIH
6705 Rockledge Drive/Suite 6034
Bethesda, MD 20892-7962

FAX TO:
301-480-5797

E-MAIL TO:
Miscellaneous Position Information
Position includes supervisory responsibilities.

A Recruitment Bonus of up to 25% of base pay may be available to a non-Federal selected candidate.

A Relocation Bonus of up to 25% of base pay may be available to a permanent Federal employee who must relocate to accept this position in a different commuting area.

If you are currently a federal employee in the competitive service living outside of the commuting area of this vacancy and are selected for this vacancy from the best qualified list, relocation expenses (e.g. to cover travel, transportation of immediate families and transportation of household goods) will be paid.

If you are selected for this position and it will be your first Federal government appointment in the competitive service, relocation expenses may be paid.

Eligibility
This position is open to all qualified applicants.

Appointees must be U.S. citizens, resident aliens, or nonresident aliens with a valid employment authorization.

To be considered, applicants must meet the basic qualification requirements for this position.

Education/Skills
Applicants who have completed part or all of their education outside of the United States must have their foreign education evaluated by an accredited organization to ensure that the foreign education is comparable to education received in accredited educational institutions in the United States. This evaluation must be provided before you may be officially appointed to this position. For a listing of services which can perform this evaluation, you may visit the National Association of Credential Evaluation Services, Inc.’s web site at http://www.amideast.org/publications/aq/Back_Issues/1989/Sp89-html/Sp89Group.htm

This listing is provided as information only, we do not necessarily prefer these services over others which may exist.

General Information
If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

Public officials are prohibited from appointing, promoting, or recommending their relatives.

Federal annuitants (military and civilian) may have their salaries or annuities reduced. All employees must pay any valid delinquent debts or the agency may garnish their salary.

NIH is an Equal Opportunity Employer. Selection for this position will be based solely on merit, without discrimination for non-merit reasons such as race, color, religion, sex, national origin, politics, marital status, sexual orientation, physical or mental handicap, age or membership or non-membership in an employee organization.

NIH provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation during any part of the application and hiring process, please contact the person listed below by e-mail, telephone, fax or TTY. The decision on granting reasonable accommodation will be handled on a case-by-case basis.
Deadlines
Applications must be received by or postmarked by the closing date of this announcement.

Our Addresses:
Attention: HR Administrative Officer
(OD-04-7796)
National Institutes of Health
Office of the Director
Office of Extramural Research
6705 Rockledge Drive/Suite 6034
Bethesda, MD 20892-7962

By E-mail: oervacancies@od.nih.gov
By Phone: 301-435-2735
Fax: 301-480-5797