

Office of the Director (OD)
National Institutes of Health
Department of Health and Human Services

Vacancy Announcement

Announcement Number: OD-04-7806
Position Title: Director, Office of Electronic Research & Reports Management
Series and Grade: AD-401/601/602-0
Appointment Type(s): Indefinite
Tour of Duty: Full Time
Full Performance Level: AD-0
Opening/Close Date: 06/21/2004 - 07/23/2004
Organizational Location: Office of the Director (OD)
Office of Extramural Research
Job Location: Rockville, MD
Number of Vacancies: 1
Who May Apply: All qualified applicants may apply
Notes: SALARY/BENEFITS: The Director, Office of Electronic Research & Reports Management will be appointed indefinitely into the excepted service under Title 42 at a salary commensurate with his/her qualifications. Full Federal benefits will be provided including leave, health and life insurance, long-term care insurance, retirement, and savings plan (401k equivalent). NIH provides full visa and immigration-related support for foreign scientists.

Description of Duties and Responsibilities:

The National Institutes of Health (NIH) in Bethesda, Maryland, 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. NIH's national program of health research and research training has a FY 2004 budget of approximately \$27.7 billion. NIH has over 17,000 employees.

The NIH seeks applications from exceptional candidates for the position of Director, Office of Electronic Research and Reports Management (OERRM), located in the Office of Extramural Research. OERRM is responsible for: (1) integrating scientific and operational knowledge of the biomedical research enterprise with knowledge of extramural policy and operations across NIH functional areas and across NIH Institutes and Centers and (2) developing reporting tools and publishing statistical and analytical reports, analyses, and investigations on extramural and intramural awards for use by NIH, other agencies, and the extramural community. This includes maintaining a searchable database of federally funded biomedical research projects conducted at universities, hospitals, and other research institutions. The Director, OERRM is expected to use his or her broad knowledge of science, information technology, and management to provide executive leadership and direction to OERRM in integrating the needs of the biomedical research community with NIH policy and operations. The Director, OERRM reports directly to the NIH Deputy Director for Extramural Research.

Position: The Office of Extramural Research (OER) seeks outstanding candidates to serve as the Director, Office of Electronic Research and Reports Management (OERRM). OERRM has two primary functions:

1. Integrate knowledge of the biomedical research enterprise with the knowledge of extramural policy and operations across NIH functional areas and across NIH Institutes and Centers. The goal of this integration is to improve the quality and efficiency of NIH's ability to accomplish its mission by re-engineering extramural research policy and operations. The outcomes of these integration efforts will be used to define the requirements for developing and managing electronic research administration (eRA), the information technology system for use by the internal and external research communities. The overall objectives of the eRA are end-to-end electronic research administration for NIH and other HHS research grant programs and

expansion of eRA to fully integrate all critical research program management activities - from program planning and initiative development through grant closeout and beyond. This vision includes incorporating innovative technologies to expand reporting and analysis capabilities of the system to meet the requirements of NIH and HHS staff, applicants and grantees. ERA addresses all business aspects of the grant process including program, review, budget, grants management and finance. Significant management challenges include balancing conflicting programmatic priorities and objectives, engendering support and coalition building, managing competing resource requirements, and maneuvering within a highly complex internal and external environment to meet the needs of scientists, administrators, management, and the extramural community.

2. Develop reporting tools and publish statistical and analytical reports, analyses, and investigations on extramural and intramural grants for use by NIH, other agencies, and the extramural community. Maintain a searchable database of federally funded biomedical research projects conducted at universities, hospitals, and other research institutions, by adding the latest clinical and scientific information and indexing terms to funded projects to produce reports by various medical, scientific or disease categories. This database plays an important role in the development of the NIH budget and in ensuring accurate repeatable reporting for Congress and other Federal leadership. This database is also used extensively by the extramural community. Significant management challenges include ensuring data integrity and being responsive to customers' requirements.

* Use specialized scientific experience to establish the validity of knowledge management and other reporting tools to accurately reflect the accomplishments and challenges faced by NIH.

* Apply critical judgment and leadership on based on sound principles of scientific analysis to assist NIH decision-makers in the effective use of innovative knowledge management tools for program evaluation, and trans-NIH multidisciplinary activities.

* Combine information management with a broad understanding of science, through a knowledge of the literature and attendance at professional meetings, to recognize important trends that require strategic adjustments in NIH program and information management tools, data, and reporting needs.

The incumbent will report directly to the Director, Office of Extramural Research, who will define the overall program goals and provide overall policy direction. The incumbent will be responsible for integrating the needs of the biomedical research community with NIH policy and operations to drive the process re-engineering needed for NIH to accomplish its mission more effectively. The incumbent will oversee the assessment of program, policy or project feasibility; the development of multi-year and short range plans; the development and assignment of program objectives; the definition of overall customer needs and requirements; the determination of required costs; and the allocation of available resources to the programs administered by OERRM. The incumbent must ensure that program and systems development efforts closely align and strategically support the scientific direction of NIH. The incumbent must clearly communicate priority direction to the professional, support and contract staff in the office through subordinate managers and supervisors. The incumbent will be responsible for monitoring progress and quality assurance by the various subordinate units in determining appropriate customer services or products, developing program and project plans, mitigating risk and meeting program and project objectives and customer needs and requirements.

There are approximately 80 FTE in the organization including senior and junior program analysts, information specialists, information technology specialists, technical information specialists, and support staff. In addition to Federal staff, a variety of contracted organizations work on software development, system integration, maintenance, user support, etc. for which the incumbent determines contractor compliance with operational and technical performance requirements and insures their integration with Federal staff. The total budget for the OERRM exceeds \$40 million.

Basic Qualification Requirements:

Qualifications Required: Must have a doctoral degree in the Biological, Medical, Physical, Health Sciences, or equivalent. Must have demonstrable management experience that exemplifies ability to lead a trans-NIH effort. Must have the skills needed and ability to gain the confidence of the leadership within the Office of the Director, NIH and the Institute and Center Directors for the direction and management of eRA. Must lead, facilitate, coordinate, integrate and motivate managers and staff across a broad range of functional areas (program, review, grants management, committee management, training and scientific coding) in a

transparent way to help bring NIH to consensus in the build out of specific modules and processes relating to eRA - for NIH and DHHS.

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

Scientific background commensurate with PhD or M.D. degree.

Have been a principal investigator that has applied for and been awarded grants or contracts from NIH.

Over 3 years experience as an extramural scientist program or review administrator at NIH.

Comprehensive knowledge of biomedical research and program management and of the extramural grants award process.

Ability to coordinate at the OPDIV level across DHHS to help in the development of eRA.

Ability to represent NIH or DHHS interests on initiatives that cut across multiple Departments or Agencies within the US government.

Ability to communicate orally and in writing to prepare accurate management reports, complete alternative analyses, and present recommendations to higher-level management concerning cost-effective solution approaches.

Ability to coordinate, integrate and motivate subordinate units that have a highly professional skilled workforce, including private sector contractors.

Comprehensive knowledge of the tenets of project management including organizational and team skills to determine feasibility, establish specific project scope, estimate costs, mitigate risk, implement quality assurance and manage resources.

Knowledge of IT programs, such as web based applications systems design, computer equipment analysis, and data storage covering a wide range of industry IT standards and/or Federal ADP policies.

Ability to negotiate with senior managers - who may have significant differences in interests, priorities, and perspectives, and gain their support

Ability to make sound, well informed, and objective decisions; perceive the impact and implications of decisions; commit to action, even in uncertain situations, to accomplish organizational goals; cause change.

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 web site 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:
oervacancies@od.nih.gov

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

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-04-7806)
National Institutes of Health
Office of the Director
Office of Extramural Research
6705 Rockledge Drive/Suite 6034
Bethesda, MD 20892-7962

By E-mail:

oevacancies@od.nih.gov

By Phone:

301-435-2735

Fax:

301-480-5797