

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

Vacancy Announcement

Announcement Number: OD-04-7810
Position Title: Director, Office of Extramural Programs
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 Extramural Programs 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 exceptional candidates for the position of Director, Office of Extramural Programs (OEP), located in the Office of Extramural Research (OER). OEP is responsible for: (1) formulating, reviewing, and interpreting grants policies and operations for the development and implementation of NIH's Extramural Programs, Peer Review, Research Training, and Small Business Innovation Research, among others; (2) implementing NIH-wide service activities such as compliance with payback requirements for postdoctoral students, conducting assessments in response to allegation of scientific misconduct; and (3) developing and implementing training for the NIH extramural staff that manages extramural programs. The Director, OEP is expected to use his or her broad knowledge of science, grants policy and operations, and management to provide executive leadership and direction to OEP. The Director, OEP reports directly to the NIH Deputy Director for Extramural Research.

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.

Position: The Office of Extramural Research (OER) seeks outstanding candidates for the position of Director, Office of Extramural Programs (OEP). OEP has several important functions.

1. Formulates, reviews and interprets grants policies and operations for the development and implementation of NIH's Extramural Programs, Peer Review, Research Training, Career Development, Research Integrity, Human Subjects Protection, Small Business Innovation Research (SBIR), Small Business Technology Transfer (STTR) activities, and Academic Research Enhancement Awards (AREA), among others.

2. Implements agency-wide service activities including: compliance with the National Research Service payback for post doctoral scholars and career development trainees who have received NIH research and training awards; integrity assessments in response to allegations of misconduct; review and approval of cooperative agreements; review, editing, production and publication of NIH Grants Policy guides; and assistance in the resolution of Human Subjects Protection and ethical concerns.
3. Serves as the NIH and DHHS focal point for administering the SBIR and STTR programs providing outreach and educational services to small research and development businesses.
4. Develops and implements a comprehensive training program for the NIH extramural staff that manages and administers extramural programs.

The incumbent will report directly to the Director, Office of Extramural Research who will define the program goals and provide overall policy direction. The incumbent will be responsible for defining program policy development and implementation issues, determining appropriate priorities for services being provided by the office, developing multi-year and short range plans, developing and assigning program objectives, and allocating available resources to the programs administered by OEP. The incumbent must ensure that policy review and development for grants and the peer review system align and strategically support the scientific direction of NIH and legal precedents being established by Congress and the Courts. The incumbent must also ensure that NIH Institutes and Centers are implementing common grants programs with a reasonable degree of consistency. The incumbent must communicate priority direction directly to the professional and support staff in the office or through subordinate supervisors. The incumbent will be responsible for monitoring progress and quality assurance by the various subordinates and reporting units in determining appropriate products or services, developing project plans, and meeting program objectives and customer requirements.

Including the Director, OEP, there are approximately 19 FTE in the organization including health science administrators, program analysts, grants management administrators and support staff plus 5 Contract staff. The operating budget is approximately \$2.8 million.

Basic Qualification Requirements:

Must have a doctoral degree in the Medical, Biological, Physical, Mathematical, or Health Sciences or equivalent.

Must have experience in: (1) performing clinical, basic or behavioral research; or (2) the administration and management of clinical, basic, or behavioral scientific programs.

Must have at least three years of supervisory experience with demonstrated ability to coordinate, integrate and motivate a highly professional and skilled workforce.

Must have ability to formulate or administer applicable organization-wide policies in a complex environment.

Desirable Qualifications:

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

Comprehensive knowledge of the programmatic, business management, and review aspects of extramural research grants and cooperative agreements.

Knowledge of NIH programs for biomedical research, research training, and career development awards.

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.

Ability to communicate orally and in writing with scientists and non-scientists, prepare plain language and

technical reports, and manage outreach and educational activities for the extramural community.

Ability to integrate and provide direction to program activities that may appear disparate in objectives and content.

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

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-04-7810)

National Institutes of Health
OD Administrative Office
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