

Health Scientist Administrator (Program Officer), Office of the Director, National Institute on Minority Health and Health Disparities, National Institutes of Health

Job Announcement Description

The National Institute on Minority Health and Health Disparities (NIMHD), Office of the Director (OD), at the National Institutes of Health (NIH), located in Bethesda, Maryland, is seeking a candidate with a commitment to scientific excellence and the energy, enthusiasm, and innovative thinking in epidemiology, etiology, intervention science (treatment and prevention), public health, and/or behavioral and social science research expertise to serve as a **Health Scientist Administrator**, to provide scientific leadership and coordinate extramural research activities in this area.

ABOUT THE OD

The OD leads scientific research to improve minority health and eliminate health disparities. To accomplish its mission, NIMHD plans, reviews, coordinates, and evaluates all minority health and health disparities research and activities of the NIH; conducts and supports research in minority health and health disparities; promotes and supports the training of a diverse biomedical research workforce; translates and disseminates research information; and fosters innovative collaborations and partnerships. We are committed to creating a diverse and inclusive work environment, and we strongly welcome candidates from underrepresented groups to apply.

POSITION DESCRIPTION

The OD is considering a full-time position for this opportunity. Responsibilities for this position include serving as a Program Officer; identifying opportunities for scientific growth in minority health and health disparities science research; recognizing important gaps in knowledge, relevant program needs, and scientific opportunities to address each. The incumbent will make recommendations for new research efforts and/or other initiatives and provide expert advice relating to specific proposals in the OD. The incumbent coordinates program efforts with other organizations, NIMHD, and NIH staff and Offices, as needed.

The ideal candidate will have 1) experience in or strong familiarity in epidemiology, prevention science, public health, and/or behavioral and social science; 2) an interest in and specific expertise related to health care disparities, or minority health and health disparities research, health care policy or policies that impact health care and/or health outcomes; 3) proficient understanding of or strong familiarity with medical guidelines of prevention and care of common diseases and current national healthcare policies; 4) flexible, self-starter

capabilities of working independently and as a team player; and 5) strong interpersonal, organizational, time management, analytical, and written and oral communication skills.

The Health Scientist Administrator:

1. Administers a portfolio of extramural research grants, cooperative agreements, contracts (when applicable), and training awards for minority health/health care disparities research activities and manages workload and project priorities to fulfill the mission of the OD and NIMHD.
2. Develops, writes, and presents new scientific concepts leading to funding opportunity announcements that bridge existing gaps in minority health, health/health care disparities research and promote high-quality science within the context of minority health, health/health care disparities, as funding permits.
3. Provides programmatic expertise and leadership and serve as a scientific point of contact for research programs in minority health and health disparities research at the NIMHD.
4. Reviews lay and scientific literature and assigned research grant and contract portfolio to ensure appropriate balance of the portfolio and to identify gap areas.
5. Consults with and advises grantees (and contractors, when applicable) during preparation of applications/proposals and provide guidance on program announcements and priorities.
6. Performs scientific and administrative reviews and analysis of applications/proposals from a programmatic viewpoint.
7. Organizes and conducts workshops, conferences, symposia, or similar activities.
8. Responds to scientific and Departmental reporting requests, synthesizing and presenting results of data analyses, drawing inferences, and making recommendations that bear on program activities and policies.
9. Prepares scientific position papers and staff documents, highlights of significant research findings in mission-related areas, and special reports on minority health and health care disparities research programs.
10. Represents the OD, or NIMHD on committees, panels, and workgroups, at conferences and meeting as an authority in planning, development, and implementation of health care disparities and behavioral and social science research programs.
11. Works across the NIH and other Government and non-government agencies to promote and coordinate behavioral health or health-related research focused on minority health and health disparities.
12. Collaborates with the OD and NIMHD staff on a myriad of scientific and administrative management activities.

DESIRED QUALIFICATIONS

- Ph.D. or equivalent degree with experience in epidemiology, prevention science, public health, and/or behavioral and social science.
- Experience setting the scientific agenda, planning, executing, and leading major scientific meetings, workshops, and conferences for diverse stakeholders.
- Experience developing partnerships and collaborations with internal and external stakeholders; coordination of such partnerships across diverse disciplines is desirable.
- Experience organizing and leading workgroups and interest groups.
- Strong critical thinking and problem-solving skills.
- Excellent written and oral communications skills with demonstrated ability to convey complex information to a variety of audiences.
- Strong interpersonal skills and demonstrated ability to cultivate partnerships and maintain relationships at all levels across an organization to develop and implement program priorities.
- Ability to work on multiple time-sensitive projects simultaneously.

Letters of Interest

Please submit a letter of interest, CV, or resume to [Dr. Judith Arroyo](#). Materials should be received no later than **Wednesday, May 26, 2021**. For questions about the position, please contact Dr. Judith Arroyo at judith.arroyo@nih.gov.

To Apply

This position will be advertised through NIH's Global Recruitment for Health Scientists Administrators (HSA) from **May 17 - 26, 2021**. Applications in response to this announcement must be submitted through www.USAJobs.gov to be considered.

HHS, NIH, and NIMHD are equal opportunity employers dedicated to diversity, equity, and inclusion.