

# Health Scientist Administrator (Program Officer), Office of Science Policy, Planning, Evaluation, and Reporting, 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 Science Policy, Planning, Evaluation, and Reporting (OSPPER), within the Office of the Director (OD), at the National Institutes of Health (NIH), located in Bethesda, Maryland is seeking candidates with a commitment to scientific excellence and the energy, enthusiasm, and innovative thinking in epidemiology, prevention science, public health, and/or behavioral and social science research to serve as a **Health Scientist Administrator**, to provide scientific leadership and coordinate extramural research activities in this area.

### **ABOUT THE OSPPER**

The OSPPER collaboratively leads science planning and analysis to identify scientific gaps, recommend research opportunities and facilitate data-informed decision-making to promote minority health and health disparities research. The Office serves as the focal point for NIMHD's science policy, strategic planning and evaluation activities; provides leadership for the development of strategic plans, policies, goals, objectives, and techniques in support of NIMHD's mission; coordinates, develops, and implements an on-going strategic planning process; ensures NIMHD has a long-range, sustainable vision and program plan for carrying out its mandates; leads efforts to plan, coordinate, review, and evaluate research and other activities on minority health and health disparities conducted or supported by the NIH Institutes and Centers (ICs), consistent with the NIMHD's authorizing statute; provides leadership for the development of an integrated and effective NIH health disparities strategic plan and budget consistent with the authorizing statute; conducts secondary data analyses to understand minority health and health disparities, including relevant topics such as health burden, trends and impacts; and conducts and coordinates policy analysis related to various aspects of minority health and health disparities. We are committed to creating a diverse and inclusive work environment, and we strongly welcome candidates from underrepresented groups to apply.

### **POSITION DESCRIPTION**

The OSPPER is considering a full-time position for this opportunity. Responsibilities for this position include contributing to the development and management of contracts and

reimbursable agreements with appropriate Federal and non-federal agencies related to the planning, development, implementation, and evaluation of social-behavioral research projects relevant to the Institute. The incumbent leads the development, implementation, and maintenance of *HDPulse*, an ecosystem to identify disparities, examine their determinants, and find resources to design, implement, and evaluate evidence-based interventions to improve minority health and reduce health disparities. The incumbent analyzes and synthesizes research findings and assesses the NIMHD or NIH portfolios related to minority health and health disparities, to identify research gaps and recommend scientific opportunities. The incumbent leads and contributes to articles and reports for publication in scientific and technical journals, for presentation at national and international meetings of professional groups, and for inclusion in reports of the Office. In addition, the incumbent maintains contact with current theoretical and methodological developments in social behavioral sciences, especially where relevant to NIMHD activities, and continues to expand horizons of knowledge as appropriate.

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 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 contracts and reimbursable agreements with appropriate Federal and non-federal agencies related to the planning, development, implementation, and evaluation of social-behavioral research projects relevant to the Institute and manages workload and project priorities to fulfill the mission of the OSPPER and NIMHD.
2. Reviews and synthesizes NIMHD and NIH investments in minority health and health disparities; identifies scientific gaps and recommends research opportunities.
3. Contributes to new scientific concepts leading to funding opportunity announcements that bridge existing gaps in behavioral health or health-related research and promote high-quality science within the context of minority health and health-care disparities, as funding permits.
4. Provides expertise and leadership and serve as a scientific point of contact for research programs in minority health and health disparities research at the NIMHD.
5. Reviews lay and scientific literature and NIMHD or NIH portfolio related to minority health and health disparities to ensure appropriate balance of the portfolio and to identify gap areas.
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 OSPPER, 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 OSPPER team and NIMHD staff on a myriad of scientific and administrative management activities.

## **DESIRED QUALIFICATIONS**

- Ph.D. and/or M.D. or equivalent degree(s) 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 synthesizing research findings, identifying research gaps, and recommending scientific opportunities.
- 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 communication 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. Tilda Farhat](#). Materials should be received no later than **Wednesday, May 26, 2021**. For questions about the position, please contact Dr. Tilda Farhat at [tilda.farhat@nih.gov](mailto:tilda.farhat@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](http://www.USAJobs.gov) to be considered.

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