

Department of Health and Human Services  
National Institutes of Health  
National Institute on Alcohol Abuse and Alcoholism



Director, Office of Science Policy and Communications and  
Associate Director for Basic Research  
Position Available

The National Institute on Alcohol Abuse and Alcoholism (NIAAA), a major research component of the National Institutes of Health (NIH) and the Department of Health and Human Services (HHS), is recruiting for an individual to serve as Director, Office of Science Policy and Communications (OSPC) and Associate Director for Basic Research (ADBR), NIAAA. The person selected for this position will serve in dual roles in the OSPC and in the immediate Office of the Director.

The Director, OSPC, provides leadership, direction, for NIAAA's review journal, Alcohol Research: Current Reviews. The incumbent is responsible for the five-year NIAAA Strategic Plan and annual updates to that plan which is the primary vehicle for communicating NIAAA scientific priorities and goals for the future. The incumbent's planning responsibilities are trans-Institute in nature and affect all divisions' activities. The incumbent is responsible for developing scientific resources for researchers, health professionals, and the public. The incumbent provides consultation and advice to the alcohol stakeholder community and others on activities that support the mission of NIAAA. The incumbent represents the NIAAA Director on trans-NIH committees, e.g., NIH Roadmap Committees. The incumbent is responsible for advising the NIAAA Director on issues related to legislation, policy, resource development, information dissemination, and outreach. The Director, OSPC, supervises and manages two Branches within the OSPC: The Communications and Public Liaison Branch (CPLB) and the Science Policy Branch (SPB). The incumbent provides professional guidance and leadership to a staff of 15+ (professional FTE positions) and is responsible for the overall direction of the staff to attain the most effective and efficient operation of the OSPC's programs. The incumbent manages a current annual RMS budget of approximately \$202,000, and the total R&D contracts budget of OSPC is \$2.3 million.

In addition to the scope of the Director's responsibilities noted above, in the role of ADBR, the incumbent serves as an expert scientific advisor to the Director, NIAAA, on basic research and coordinates activities in this area across the Divisions. These functions require the ADBR to interact and collaborate extensively with leading scientists and administrators inside and outside of the NIH. This individual advises senior leadership and provides major analyses of broad basic science program planning issues, which affect the programs and initiatives of the NIAAA, NIH, and external programs. The contacts and collaborations to be established with prominent researchers/leaders in the field of alcohol research are broad and extend beyond the NIH into the external scientific community. Through these collaborations, the ADBR assures that NIAAA maintains a strong focus and is positioned to take on research opportunities that may arise from new concepts, knowledge, or advances in technology. The individual also prepares special, basic science studies and reports required by the OD/NIH, the Department, and/or Congress. The incumbent proposes new initiatives for scientists and researchers within and outside of the NIAAA that will strengthen the pipeline and career development of basic scientists involved in alcohol research.

The selected candidate will be expected to hold a Ph.D., M.D., or equivalent degree. Criteria for selection will include: experience and skill in communicating scientific, programmatic, and policy information to non-scientific and scientific audiences; skill in management; a strong publication record in the field of basic research; demonstrated success in establishing and maintaining collaborations with individual inside and outside of the organization; and experience in organizing cross-agency or cross-institution projects.

The Director, OSPC, is an Excepted Service position (Title 42), and the successful candidate will be appointed at a salary commensurate with qualifications and experience. Full Federal benefits including leave, health and life insurance, long-term care insurance, retirement, and Thrift Savings Plan (401K equivalent) will be provided.

Interested candidates wishing to be considered for this position may submit curriculum vitae, bibliography, and the names and addresses of three references by April 3, 2021 to [NIAAAOSPCDirectorRecruitment@mail.nih.gov](mailto:NIAAAOSPCDirectorRecruitment@mail.nih.gov). You may contact Richard Doucette with questions about the position or for more information about the application process at [richard\\_doucette@nih.gov](mailto:richard_doucette@nih.gov). \*Note – we encourage you to submit your complete application electronically so that we may confirm receipt of your materials.

**NOTE: The closing date for receipt of applications is April 3, 2021.**

*The NIH encourages the application and nomination of qualified women, minorities and individuals with disabilities.*



**The DHHS and NIH are Equal Opportunity Employers**

