

Vacancy Announcement

DEPARTMENT OF HEALTH AND HUMAN SERVICES NATIONAL INSTITUTES OF HEALTH

Director, Office of Dietary Supplements Division of Program Coordination, Planning, and Strategic Initiatives Office of the Director, NIH

THE POSITION: The National Institutes of Health (NIH) is seeking exceptional candidates for the position of Director, Office of Dietary Supplements. This is an exciting opportunity to provide leadership for and coordinate scientific research within the NIH relating to dietary supplements; serve as the principal advisor to the Secretary and to the Assistant Secretary for Health and provide advice to the Director of the National Institutes of Health, the Director of the Centers for Disease Control and Prevention, and the Commissioner of Food and Drugs on issues relating to dietary supplements; collect and compile the results of scientific research relating to dietary supplements, and maintain a database of scientific research on dietary supplements and individual nutrients and a public database of NIH research support that examines the relationship between dietary supplements and disease prevention; and coordinate funding relating to dietary supplements for the NIH.

In this role, you will lead the NIH effort to assess research gaps, encourage, and facilitate scientific studies necessary for a full understanding of evidence-based benefits and risks of dietary supplements and will collaborate with other Federal agencies and the private sector to develop and initiate a national research agenda and programs focused on dietary supplements. Successful candidates will have outstanding communication, strong program management, executive leadership, and relationship building skills which are essential to the formulation of initiatives, resources, and policies that promote research on dietary supplements. Extensive research experience in dietary supplements, medicine, dietetics, pharmacology, chemistry, or biochemistry is required (including botanicals, probiotics, purity, metabolism and safety of dietary supplements, nutrient dietary supplements, and/or the use of dietary supplements in interventional research for disease prevention or health promotion). Clinical and/or translational research experience is desirable, but not required. Candidates must have an M.D, Ph.D. or equivalent. Candidates with a range of experience are welcome, including from the private and public sectors.

The Office of Dietary Supplements, located within the Division of Program Coordination, Planning, and Strategic Initiatives (DPCPSI) in the Office of the NIH Director strengthens knowledge and understanding of dietary supplements by evaluating scientific information, stimulating and supporting research, disseminating research results, and educating the public to foster an enhanced quality of life and health for the U.S. population.

This Title 42 position offers a unique and exciting opportunity for a leader to execute and manage the daily operations in support of the ODS strategic vision and mission. He/she leads efforts to plan, coordinate, integrate and evaluate dietary supplement research and other dietary

supplement research activities conducted and supported by the NIH; develops a strategic plan for the conduct/support of dietary supplement research and related activities; and provides consultation, leadership, guidance, and direction with respect to the scope and direction of dietary supplement research to Institute and Center Directors, policy makers, the dietary supplement stakeholder community, and others interested in and affected by dietary supplement research activities.

Information about ODS is located at its website: <https://ods.od.nih.gov>. Information about the [National Institutes of Health](#) is located at its website.

ABOUT NIH: As the world's largest medical research facility, NIH consists of 27 Institutes/Centers, including the Clinical Center (an on-site research hospital), the Fogarty International Center, and the National Library of Medicine. NIH's national program of health research and research training is currently funded at more than \$40 billion annually. NIH has over 18,000 employees.

LOCATION: Bethesda, MD

EXPANDED/MAXIMUM TELEWORK POSTURE: Due to COVID-19, we are currently operating in a maximum telework state. If selected, you may be expected to telework. As employees to return to the office, you may be required to report to the location listed on this announcement within 30 calendar days of receiving notice, even if your home/temporary telework site is located outside the local commuting area. At the discretion of the supervisor and NIH policy, you may be eligible for workplace flexibilities, which may include remote work or telework options, and/or flexible work scheduling. These flexibilities may be requested in accordance with [NIH Workplace Flexibilities guidance](#).

REQUIRED QUALIFICATIONS: NIH seeks candidates with strong communication skills, who have a commitment to scientific excellence and the energy, enthusiasm, and innovative thinking necessary to lead a dynamic and diverse organization. Applicants must possess an M.D. and/or Ph.D., or comparable doctorate degree in a field of health science plus senior-level scientific experience in one or more aspects of dietary supplement research (e.g., botanicals, probiotics, purity and safety of dietary supplements, nutrient dietary supplements, and/or the use of dietary supplements in interventional research for disease prevention or health promotion), medicine, dietetics, pharmacology, chemistry, or biochemistry, and outstanding scientific knowledge of dietary supplement or nutrition research programs. Clinical and/or translational research experience is desirable, but not required. The candidate should be known and respected within their profession, both nationally and internationally, as individuals of outstanding scientific prominence, with a distinguished record of research accomplishments and leadership credentials. Applicants must also have demonstrated experience in setting, planning, implementing, and analyzing program objectives and priorities. They should have the demonstrated leadership and broad visionary capabilities in the research arena with demonstrated ability to engage others to create and execute an organization's vision; to navigate successfully within and collaborate across the public sector to achieve research objectives; and to optimize organizational performance by developing strategic priorities, setting and communicating clearly defined expectations, promoting accountability for results, and resolving operational problems

and issues. Candidates should have demonstrated management acumen, including identification and management of financial and human resource needs; proven ability to make complex and strategic decisions to optimize resource usage, mitigate risks, and achieve desired results; and the ability to build, mentor, motivate, and maintain a culturally diverse biomedical research workforce.

VACCINE MANDATE: In accordance with [Executive Order 14043](#), Federal employees are required to be fully vaccinated against COVID-19 regardless of the employee's duty location or work arrangement (e.g., telework, remote work, etc.), subject to exceptions that may be required. If selected, you will be required to submit proof of vaccination by November 22, 2021 or before your entrance on duty if you are selected after the compliance date. Your HR Consultant will provide a list of documents acceptable as proof of vaccination and instructions for how to submit a request for a legally required exception, if needed, to comply with vaccination requirement.

SALARY/BENEFITS: The Director, Office of Dietary Supplements, will be appointed at a salary commensurate with his/her qualifications and experience. Full Federal benefits, including leave, health and life insurance, long term care insurance, retirement, and savings plan (401K equivalent) will be provided.

EQUAL OPPORTUNITY EMPLOYMENT: Selection for this position will be based solely on merit, with no discrimination for non-merit reasons such as race, color, religion, gender, sexual orientation, national origin, political affiliation, marital status, disability, age, or membership or non-membership in an employee organization. The NIH encourages the application and nomination of qualified women, minorities, and individuals with disabilities.

STANDARDS OF CONDUCT/FINANCIAL DISCLOSURE: The National Institutes of Health inspires public confidence in our science by maintaining high ethical principles. NIH employees are subject to Federal government-wide regulations and statutes, as well as agency-specific regulations described at the [NIH Ethics website](#). We encourage applicants to review this information. The position is subject to a background investigation and requires the incumbent to complete a public financial disclosure report prior to the effective date of the appointment.

FOREIGN EDUCATION: Applicants who have completed part or all of their education outside of the U.S. must have their foreign education evaluated by an accredited organization to ensure that the foreign education is equivalent to education received in accredited educational institutions in the United States. **We will only accept the completed foreign education evaluation.** For more information on Foreign Education verification, visit the [National Association of Credential Evaluation Services \(NACES\)](#) website. **Verification must be received prior to the effective date of the appointment.**

REASONABLE ACCOMMODATION: NIH provides reasonable accommodations to applicants with disabilities. If you require reasonable accommodation during any part of the application and hiring process, please notify us. The decision on granting reasonable accommodation will be made on a case-by-case basis.

HOW TO APPLY: Applicants must electronically submit a current curriculum vitae, bibliography (if not included in your curriculum vitae), a photocopy of your doctoral degree, and full contact details for three (3) references. In addition, applicants are asked to prepare three (3) statements: a vision statement, a statement that addresses the specific qualification requirements, and a statement indicating how you have promoted diversity, equity, inclusion and accessibility, and describing your mentoring and outreach activities, especially those involving underrepresented groups in biomedical research (please limit all statements to two pages each). **Review of applications will begin on May 4, 2022, but applications will be accepted until the position is filled. Complete application packages must be submitted to ODSDirectorSearch@nih.gov.**

Do not include your birth date or social security number (SSN) on application materials.

Please contact Ms. Betina Orezza at ODSDirectorSearch@nih.gov for questions about the application process, or the Search Committee Chair, Dr. Gregory Germino, Deputy Director, National Institute of Diabetes and Digestive and Kidney Diseases, at 301-496-5877 or germinogg@nidk.nih.gov for questions about the position. Those who previously applied are asked to confirm their interest by submitting updated application materials.

DHHS AND NIH ARE EQUAL OPPORTUNITY EMPLOYERS