

Director
Division of Extramural Activities
National Institute of Allergy and Infectious Diseases
National Institutes of Health
Department of Health and Human Services

The National Institute of Allergy and Infectious Diseases (NIAID) is seeking applications from exceptional candidates for the position of director, Division of Extramural Activities (DEA) reporting to the director, NIAID. NIAID is unique at NIH in that the Institute's work is global in scope and makes over \$718M annually in extramural awards to more than 135 countries. NIAID also manages solicited clinical research programs totaling over \$1.2 billion annually. DEA is responsible for the development and oversight of NIAID's phasing of initiatives and provides guidance, quality control, and review of all solicitations affecting NIAID programs. DEA is a leader in providing NIH with technology-based acquisition tools and support. In addition, DEA is responsible for managing NIAID's research training, diversity, and international programs as well as conducting initial peer review for funding mechanisms with Institute-specific needs. DEA is committed to diversity, equity, inclusion, and accessibility (DEIA) principles, and DEA practices and organizes trainings for staff and leadership on generational diversity, inclusions/advocacy, and reasonable accommodations. The director, DEA is responsible for continuing to grow the grant portfolio aimed at increasing diversity in the biomedical workforce.

The director, DEA provides executive direction and scientific leadership to this significantly large and complex extramural operation. The director, DEA plays a key role in the oversight, implementation, and enforcement of policies and regulations in diverse disciplines, such as acquisitions, grants, committee management, and peer review. The director's oversight of NIAID's acquisition program includes providing a complete range of acquisition support services for conducting basic and applied research to better understand, treat, and ultimately prevent infectious, immunologic, and allergic diseases. This position oversees NIAID's Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) programs and oversees training and outreach activities targeted to the small business community. The director, DEA oversees NIAID's chartered advisory committees and serves as the executive secretary for the National Advisory Allergy and Infectious Diseases Council (NAAIDC). Additional key responsibilities of the position include developing, directing, and coordinating DEA program activities and operations as well as managing DEA's human, physical, information technology, and financial resource allocations; serving as the research integrity officer for cases involving research misconduct and conflict of interest; and representing NIAID's extramural interests on the NIAID Extramural Policy Management Committee (EPMC). The director, DEA serves as a principal advisor to the director, NIAID on extramural policy issues and serves as an expert consultant, advisor, and spokesperson both nationally and internationally on NIAID extramural research activities.

Qualifications

U.S. citizenship is required. Applicants must possess a doctoral degree in the biological or medical sciences and demonstrate a comprehensive knowledge of the advanced principles, theories, and practices applicable to NIAID's scientific mission areas, outstanding interpersonal skills, and the ability to provide innovative scientific and visionary management leadership in planning, conducting, and evaluating diverse programs. Applicants must also demonstrate broad scientific knowledge, experience in research design and administration, the ability to lead staff, an outstanding ability to communicate with diverse audiences, flexibility in responding to multiple and rapidly emerging issues, and demonstrated expertise in supervision and management of a broad and complex biomedical research program encompassing one or more of the following areas: biomedical research relevant to the NIAID mission; research training and career development; international research collaborations; and/or small business biotechnology research development. Understanding of clinical trials, product development, and regulatory affairs is also required to establish, review, and operate these programs in concert with NIAID's program divisions.

The successful candidate will possess the supervisory, management, interpersonal, and communication skills required to interact effectively with staff, representatives of academia, private industry, national and international research and health organizations, other NIH Institutes and Centers, the media, and the public.

Application

To apply, provide your curriculum vitae (CV), bibliography, a one-page statement explaining your vision for leading a large and complex organization of central importance to other NIAID divisions and offices, and a one- to two-page statement explaining your reasons for being interested in this position and specific leadership skills and experience you would bring to NIAID. In addition, up to three letters of professional reference may be required as the recruitment process progresses. Submit your application package by email to NIAID-DEA-Director-Apply. The deadline for receipt of applications is **February 3, 2023**.

For more information or questions about the position, email NIAID-DEA-Director-Apply. Visit [NIAID Careers](#) for more information about the position, required qualifications, and about working in NIAID's dynamic atmosphere.

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