

Vacancy Announcement

Department of Health and Human Services National Institutes of Health

Director, Division of Program Coordination, Planning, and Strategic Initiatives

THE POSITION: The National Institutes of Health (NIH), an agency of the Department of Health and Human Services (HHS), is comprised of 27 Institutes and Centers, has an annual budget of over \$47 billion, and employs over 20,000 staff. Its mission is science in pursuit of fundamental knowledge about the nature and behavior of living systems and the application of that knowledge to extend healthy life and reduce the burdens of illness and disability. The NIH's goals are to: 1) foster fundamental creative discoveries, innovative research strategies, and their applications as a basis to advance significantly the Nation's capacity to protect and improve health; 2) develop, maintain, and renew scientific human and physical resources that will assure the Nation's capability to prevent disease; 3) expand the knowledge base in medical and associated sciences to enhance the Nation's economic well-being and ensure a continued high return on the public investment in research; and 4) exemplify and promote the highest level of scientific integrity, public accountability, and social responsibility in the conduct of science.

The primary responsibilities of the Division of Program Coordination, Planning, and Strategic Initiatives (DPCPSI) are to (1) develop innovative, high-risk, high-reward scientific initiatives that will have national and international impact, supported by the NIH Common Fund; (2) identify and report on research that represents important areas of emerging scientific opportunities, rising public health challenges, or knowledge gaps that deserve special emphasis and would benefit from conducting or supporting additional research that involves collaboration between two or more NIH Institutes or Centers, or would otherwise benefit from strategic coordination and planning; (3) coordinate and, when appropriate and feasible, integrate research and activities across the offices within DPCPSI related to AIDS, behavioral and social sciences, women's health, disease prevention, dietary supplements, research infrastructure, sexual and gender minorities, tribal health, data science, and nutrition; (4) develop computational methods and conduct scientific portfolio analysis; and (5) advise the Director, NIH, on issues involving trans-NIH planning, analysis, implementation, performance assessment, and evaluation.

The Director, DPCPSI is responsible for overseeing and recommending ways to improve the overall priority-setting process within the NIH, especially as it relates to helping to initiate and coordinate collaborative research programs that transcend traditional organizational lines, promote an integrated approach to human health and are able to better address emerging scientific opportunities and public health challenges. Creating collaborative research opportunities that integrate the capabilities across the institutes, centers, and offices at the NIH is a high priority for senior leadership at the NIH. Additionally, the Director ensures that NIH-wide strategic initiatives are planned, coordinated, and implemented consistent with the long- and short-range plans approved by the NIH Director. The Director oversees the expansion of NIH analytic capabilities through the development and dissemination of new methods, computational tools, and best practices for portfolio analysis and strategic initiatives that are likely to have a broad and significant scientific and technological benefit. The Director is charged with identifying and pursuing bold research initiatives that are potentially transformative but fall

outside the mission of any single NIH Institute or Center (IC). The Director leads NIH-wide strategic planning, evaluation, and reporting efforts. In addition, they oversee diversity, equity, inclusion, and accessibility (DEIA) activities for DPCPSI staff and ensures that DEIA is prioritized in programs funded and/or managed by the Division.

The Director provides executive oversight and leadership for the activities of a diverse group of staff, currently composed of over 330 Federal employees and 200 contract professionals that are responsible for a comprehensive programmatic, analytic, and strategic initiatives program for the NIH. Manages the resources of DPCPSI effectively, including the formulation of a budget totaling over \$1 billion and allocation of financial and other resources within the office. The Director, DPCPSI also serves as one of the five NIH Deputy Directors.

LOCATION: Bethesda, MD

REQUIRED QUALIFICATIONS: NIH seeks candidates who have a commitment to scientific excellence and the energy, enthusiasm, and innovative thinking necessary to lead a dynamic and diverse organization with the vision and ability to integrate science across multiple disciplines. Applicants must possess a Ph.D., M.D., or comparable doctorate degree, in the health sciences field plus senior-level scientific experience and knowledge of research programs in one or more scientific areas with broad vision and the ability to integrate science across multiple disciplines. They should be known and respected within their profession as individuals of scientific prominence, with a distinguished record of research accomplishments and expertise in policy development. Candidates should have demonstrated leadership in the science and research arena involving dealings with outside groups; serving as spokesperson; planning, program assessment, and analysis of program objectives; resolution of operational problems and issues; and the ability to manage financial and human resources including building, motivating, and maintaining a culturally diverse staff. Candidates must have demonstrated the ability to work within a complex scientific organization and must have expertise in providing executive leadership, direction, and coordination in the broad area of program planning and evaluation, portfolio analysis, and implementation of strategic initiatives.

SALARY/BENEFITS: The Director, DPCPSI will be appointed at a salary commensurate with their qualifications and experience. Full Federal benefits will be provided, including retirement, health and life insurance, and a leave and savings plan (401K equivalent).

EQUAL EMPLOYMENT OPPORTUNITY: Equality is held as one of the most important values here at NIH. Selection for this, and any other position, will be based solely on merit. NIH does not discriminate on the basis of race, color, religion, sex, national origin, politics, marital status, sexual orientation, physical or mental disability, age or membership or non-membership in an employee organization. The NIH especially encourages the application and nomination of qualified women, minorities, and individuals with disabilities.

STANDARDS OF CONDUCT/FINANCIAL DISCLOSURE: The National Institutes of Health seeks to inspire 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 <http://ethics.od.nih.gov/default.htm>. We encourage applicants to review this information. The position of the Director DPCPSI is subject to a background investigation, and requires the selectee 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 submit a current curriculum vitae, bibliography (if not included in your curriculum vitae), and a photocopy of their doctoral degree. In addition, applicants are asked to prepare a supplemental narrative statement (no more than four pages) that addresses their vision for the DPCPSI, their qualifications and interest in the position, and include a description of mentoring and outreach activities in which you have been involved, especially those involving women, sexual and gender minorities, persons from racial/ethnic or other groups that are underrepresented in biomedical research to: Ms. Brenda Fogel at SeniorRe@od.nih.gov by the closing date noted below.

Applications will be accepted from U.S. Citizens and Non-Citizens as allowed by appropriations and statute.

DO NOT INCLUDE YOUR BIRTH DATE OR SOCIAL SECURITY NUMBER ON APPLICATION MATERIALS.

**APPLICATIONS MUST BE RECEIVED BY 11:59 P.M. ET,
May 8, 2023**

DHHS AND NIH ARE EQUAL OPPORTUNITY EMPLOYERS