

Deputy Director Division of Extramural Activities

The National Institute of Allergy and Infectious Diseases (NIAID), one of the largest institutes in the National Institutes of Health (NIH), part of the Department of Health and Human Services (HHS), conducts and supports basic and applied research to better understand, treat, and ultimately prevent infectious, immunologic, and allergic diseases. The Division of Extramural Activities (DEA) within NIAID seeks applications from exceptional candidates to serve as the Deputy Director of DEA.

In collaboration with the DEA Director, the DEA Deputy Director shares full responsibility for directing, developing, and evaluating DEA programs and ongoing activities through subordinate supervisors, project leaders, program specialists, and contractors. DEA activities and programs include the Scientific Review Program, a multibillion-dollar portfolio of grants, research and development contracts, cooperative agreements, and other funding instruments; the Grants Management Program; and the Office of Acquisitions.

DEA's Consolidated Operations Acquisition Center is currently the largest at NIH. The Deputy Director manages and provides advice on science policy and program activities related to extramural administrative management, scientific management, and scientific initiatives and is responsible for the development of policies for managing international research awards and overseeing research training policies, as well as diversity, equity, and inclusion research initiatives.

Qualifications

Required

- A doctoral degree (M.D., Ph.D., or equivalent) in a biological science
- Broad scientific vision and extensive knowledge of the advanced principles, theories, and practices applicable to NIAID's scientific mission areas
- Ability to lead staff, including an outstanding ability to communicate with diverse audiences
- Flexibility in responding to multiple and rapidly emerging issues
- Demonstrated expertise in the 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 or small business biotechnology research development

U.S. citizenship is not required. The successful candidate will possess the supervisory, project management, interpersonal, and oral and written 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.

The successful candidate will also have a full understanding of the procedures and policies related to the solicitation review, award, and management of grants, cooperative agreements, and

contracts at NIH, as well as the ability to serve as an authority on the development, implementation, management, and analysis of NIAID's complex annual operating and program budget with multiple funding categories.

To Apply

Interested candidates should submit the following materials electronically to the [NIH Specialized Scientific Jobs portal](#):

- Curriculum vitae
- Bibliography
- A three-page statement describing 1) the reasons for your interest in the position; 2) the specific leadership skills and experience you would bring to NIAID, including your prior mentoring and outreach experience; and 3) your vision for promoting workforce diversity
- Full contact details for three references (applicants will be notified if references are to be contacted)

Applications will be accepted until **November 22, 2023**.

For more information or questions about the position, email NIAID-DEA-DepDirector-Apply@mail.nih.gov.

All information provided by applicants will remain confidential and be reviewed only by authorized officials associated with the recruitment. The successful candidate will be appointed under the [Title 42\(f\) hiring authority of the Public Health Service Act](#).

Salary is commensurate with experience. A complete federal civil service package of benefits (including retirement plans; health and life insurance plans; annual and sick leave; and Thrift Savings Plans [401k equivalent]) is also available.

Visit [NIAID Careers](#) for more information about working in NIAID's dynamic atmosphere!

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