

# **DIRECTOR, CENTER FOR SCIENTIFIC REVIEW**

## **Center for Scientific Review (CSR)**

The National Institutes of Health (NIH) in Bethesda, Maryland, the world's premiere biomedical research institution, is seeking applications from exceptional candidates for the exciting position of Director, Center for Scientific Review (CSR). CSR's mission is to see that NIH grant applications receive fair, independent, expert, and timely reviews, free from inappropriate influences, so NIH can fund the most promising research. The Center is committed to ensuring a smooth interface between program goals of NIH's Institutes and Centers and CSR review policies and procedures.

The Director reports to the NIH Director, serves as a principal advisor, and participates in discussions relative to the development of major policy decisions affecting the research grant and review programs and provides advice and consultation to NIH components, advisory councils and grantee institutions; directs the search for the most qualified and representative individuals to serve as members of initial review groups; and assures that effective administrative procedures are established so that program operations and obligations of government funds and other resources are rendered consistent with statutory and regulatory requirements and within limitations imposed by DHHS and Executive Branch policies. The Director works closely with the CSR Advisory Committee and the Deputy Director for Extramural Research to assess broad policy issues related to the scientific review of research grants. The CSR Director manages an annual budget of approximately \$130 million and a staff of approximately 525 (425 FTEs and 100 on-site contractors).

## **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. Applicants must possess an M.D., Ph.D., or equivalent degree in the health sciences field, plus senior-level scientific experience and knowledge of research programs in one or more health science areas. Applicants 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 regarding grant review. Candidates should have demonstrated leadership and broad vision in the grant 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. The selected individual must be able to obtain and maintain a Secret clearance.

### **Salary/Benefits**

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

### **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 U.S. 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 and copy of degree. In addition, applicants are asked to prepare two statements: a vision statement and a statement that addresses the specific qualification requirements (please limit both statements to two pages each). Send application package to Ms. Lynnita Spears at SeniorRe@od.nih.gov by the below closing date.

DO NOT INCLUDE YOUR BIRTH DATE OR SOCIAL SECURITY NUMBER (SSN) ON APPLICATION MATERIALS

APPLICATIONS MUST BE RECEIVED BY 11:59 P.M. EST

ON TUESDAY, AUGUST 21, 2018

***DHHS AND NIH ARE EQUAL OPPORTUNITY EMPLOYERS***