# Director, Division of Extramural Activities, NIAID, NIH, HHS

The National Institute of Allergy and Infectious Diseases (NIAID) is seeking an exceptional and visionary leader for the position of director, Division of Extramural Activities (DEA), NIAID. A $4.9 billion organization, NIAID supports well over 100 major research programs and initiatives within three broad, distinct mission areas: biodefense research ($1.67 billion per year), AIDS research ($1.57 billion per year), and the NIAID traditional research mission of immunologic and infectious diseases ($1.56 billion per year).

DEA serves NIAID and its extramural research community by managing scientific peer review, award, and many post-award activities related to research and development grants and contracts. Annually, NIAID awards approximately 6,000 research grants for $2.7 billion and approximately $1 billion in research and development contracts. In addition, approximately $150 million is allocated annually to small purchases and station support contracts, making NIAID the largest servicing center for contracts at NIH. Global efforts have resulted in $400 million annually in extramural awards to more than 80 countries. Also, NIAID manages clinical research programs totaling more than $500 million annually.

DEA provides guidance and review of all NIAID research solicitations and oversees NIAID's research training and international programs. In addition to providing broad policy guidance to Institute leadership, DEA oversees all of NIAID's chartered committees, including the national advisory allergy and infectious diseases council; disseminates information to its extramural community; and develops programs for extramural staff training.

DEA is composed of 11 offices, branches, and programs with approximately 210 scientific and administrative federal staff, as well as over 50 contractors.

The DEA director reports to the NIAID director and serves as the principal advisor to the Institute director on extramural policy issues. The DEA director provides overall executive direction and scientific leadership for the DEA, and, more specifically, plans, develops, directs, coordinates, and evaluates DEA's diverse programs; manages resource allocations including staff, physical, and financial resources; maintains staff through recruitment and training efforts; and ensures effective program operations. The incumbent is also responsible for enhancing partnerships and communications with a broad range of public and private research partners and balancing the interests of multiple groups to manage diverse programs.

Because of NIAID's clinical research programs, the DEA director must understand clinical trials, product development, and regulatory affairs to establish, review, and operate these programs in concert with NIAID divisions.

Applicants must possess an M.D., Ph.D., or equivalent degree and must demonstrate the following: 1) worked independently in planning, organizing, and conducting biomedical research in fields consistent with the mission of NIAID; 2) served effectively in research program administration in these fields, which must include managing policies and procedures associated with extramural research administration; 3) acquired an understanding of the history, interests, internal dynamics, and relationships of the Institutes and Centers of the National Institutes of Health and of organizations in which health research is conducted; and 4) worked in a complex electronic environment with an understanding of process mapping and project management. This experience may be gained via senior level research experiences as a principal investigator of a grant or contract or may otherwise be gained through active involvement in initiating research projects, developing protocols, conducting studies, documenting findings, interpreting results in a published report (journal), supervising staff, and managing a budget.

Preference will be given to those known and respected within their profession, both nationally and internationally, as distinguished individuals of outstanding scientific competence and those who possess a record as a senior scientific administrator/executive leader.

**APPLICATION PROCESS:** Applicants must be U.S. citizens. Salary is commensurate with experience, and a full package of benefits is available including retirement, health and life insurance, long term care insurance, leave, and savings plan (401K equivalent). The selected candidate must obtain and maintain a Top Secret security clearance based on an SBI with eligibility for sensitive compartmented information (SCI). Submit a curriculum vitae and bibliography to Ms. Lisa Poindexter-Steed, Office of Workforce Effectiveness and Resources, NIAID, 10401 Fernwood Road, Room 2SE57, Bethesda, MD, 20892-2520, and reference announcement number DIRDEA-11-01.

The application review process will begin **August 1, 2011**. Submit direct inquiries to Ms. Poindexter-Steed at **lsteed@niaid.nih.gov** or 301-496-9687.

Information regarding the Institute is available on its website at **www.niaid.nih.gov**. All information provided by applicants will remain confidential and will be reviewed only by authorized officials of NIAID.



US DEPARTMENT OF HEALTH AND HUMAN SERVICES
National Institutes of Health



National Institute of Allergy and Infectious Diseases
Proud to be Equal Opportunity Employers

**Department of Health and Human Services**
National Institutes of Health
Announces a Senior Executive Service Vacancy

**SELECTEE, IF NOT CURRENTLY SES, MUST SERVE
A ONE YEAR PROBATIONARY PERIOD**

**SES**

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| **Announcement No.:** NIH-11-03SES | **Opening Date**: June 27, 2011 |
| | **Closing Date**:   July 27, 2011 |

**Position**:                        Associate Director for Management, ES-341
National Institute of Diabetes and Digestive and Kidney Diseases

Associate Director for Management, ES-341
National Institute of Neurological Disorders and Stroke

**Please submit one application and identify which position(s) there is interest in.**

Other like positions may be filled from this announcement.

**Organization:**                Department of Health and Human Services (DHHS)
National Institutes of Health (NIH)

**Location**:                        Bethesda, Maryland

**Salary Range**:  The Senior Executive Service pay scale is currently $119,554 to $179,700 per annum.  A relocation bonus of up to 25% of base pay may be available to a permanent Federal employee who must relocate to accept this position, subject to individual approval.  Annual salary limit may be adjusted subject to OPM and OMB certification of the HHS SES Performance Plan at time of appointment.  (Certification is an annual event.)

**Who May Be Considered:**

Are you a high level Senior Administrative Professional seeking a career at the premiere biomedical research center for the Nation and the world?  Do you want to make a difference in this country's healthcare?  Do you have what it takes to run the Administrative functions of one of NIH's Institutes or Centers? Do you want to perform challenging work in a collegial environment, while enjoying quality of life and a competitive compensation package?

Applications will be accepted from all qualified individuals within the civil service.  Current SES employees, individuals with SES reinstatement eligibility, and SES Candidate Development Program graduates must apply to be considered for this position. (Applications will be accepted from U.S. Citizens and Non-Citizens as allowed by appropriations and statute.)

**Job Summary/Duties & Responsibilities:**

**Who we are, what we do, and why it matters**. The National Institutes of Health (NIH) is the premiere biomedical research center for the Nation and the world.  The 27 Institutes and Centers at NIH employ approximately 18,000 employees doing a vast array of jobs, all supporting research efforts for a healthy nation.  For more information on the NIH mission, goals, and Institutes and Centers, please visit NIH Overview. To find out more about working at NIH, visit Life at NIH.

The *National Institute of Diabetes and Digestive and Kidney Diseases* (NIDDK) conducts and supports research on many of the most serious diseases affecting public health.  The Institute supports much of the clinical research on the diseases of internal medicine and related subspecialty fields as well as many basic science disciplines.  The Associate Director for Management (ADM) serves as the principal advisor to the Institute Director and senior staff on all phases of administrative management involved in operating the Institute in support of biomedical research.  As a critical member of the senior

leadership of NIDDK, participates in planning; developing; formulating and administering the policies, procedures, rules and regulations governing the activities of the Institute's programs. The ADM advises the Director, NIDDK, and senior staff on key legislative, regulatory, and policy developments that directly affect the business and administrative operations of the Institute. The ADM has been delegated responsibility by the Director and has full authority to make or influence critical decisions in the day-to-day operation of NIDDK programs that have both national and international prominence. The incumbent is responsible for directing and supervising the Administrative Management Branches; Computer Technology Branch; Office of Ethics; Office of Financial Management; Office of Technology Transfer, Office of Management and Program Analysis; and the Office of Workforce Development and Planning. She/he is also responsible for human resource activities of the Institute, as well as ensuring that the Institute maintains effective internal control systems and equal employment opportunity practices. The NIDDK employs approximately 1,100 staff including 654 full-time equivalent employees (FTEs) and has a FY 2011 budget in excess of $1.96 billion (includes Type-1 Diabetes funding).

The *National Institute of Neurological Disorders and Stroke* (NINDS) supports basic, clinical, and epidemiological research, research training, and information programs on the hundreds of individually identified neurological disorders which, in the aggregate, afflict more than 50 million citizens. The Associate Director for Management (ADM) serves as a key member of the senior leadership team, assisting the Institute Director and Deputy Director in planning, implementing and evaluating the various programs that the Institute operates. While a primary focus of the ADM is the management of administrative operations, his/her expertise, advice and counsel are also sought in regard to the impact of all programs on the strategic plan and objectives of the Institute. The ADM provides technical and administrative advice on problems relating to a wide variety of issues including policy interpretations, conflicts of interest, and cooperative arrangements with profit-making organizations and universities. The ADM coordinates with other segments of NIH and DHHS to achieve cooperation for interrelated programs of the Institute and between the Institute and other program-related areas at NIH. The ADM is a focal point for innovations in management and administration with emphasis on technology and its use for management and program initiatives, risk management and the impact of actions or non-actions on the Institute's strategic agenda, human capital management, strategic outsourcing and e-government. The ADM is responsible for directing and supervising the Financial Management Branch, Information Resources Management Branch, Office of Ethics, Technology Transfer, Management Analysis, and the Administrative Services Branch. The ADM is also responsible for human resource activities of the Institute, as well as ensuring that the Institute maintains effective internal control systems and equal employment opportunity practices. NINDS employs approximately 1,000 staff including 524 full-time equivalent employees (FTEs) and has a FY 2011 budget of $1.62 billion.

As part of the SES at NIH, you will be among a group of highly skilled executives, contributing to one of the most important missions in the Federal government: improving the health of the Nation and saving lives.

**APPLICATIONS MUST BE RECEIVED _ELECTRONICALLY_ BY THE CLOSING DATE (11:59 PM)**

<u>**Qualifications**</u>:

This vacancy requires that you <u>**_MUST_**</u> submit a narrative response to the Executive Core Qualifications <u>**_and_**</u> Professional/Technical Qualifications statements (see below). **If you do not submit this information by the closing date of the announcement, your application will not be considered.**

<u>**Basic Qualifications:**</u>

The NIH seeks candidates who have a commitment to excellence and the energy, enthusiasm, and innovative thinking necessary to lead dynamic and diverse organizations. Applicants must meet the requirements for the GS-341series, as defined by the U.S. Office of Personnel Management Qualification Standards Manual for [Administrative and Management Positions](#).

To qualify, candidates must have had senior level experience (GS-14/15 or equivalent) that meets the following mandatory qualification requirements. The experience must have been at a sufficiently high level of difficulty to clearly show that you possess the knowledge, skills and abilities to perform the duties of this position.

<u>**EXECUTIVE CORE QUALIFICATIONS (ECQs) (Mandatory)**</u>:

You must submit a narrative statement in response to each of the Executive Core Qualifications (ECQs) listed below. The ECQs assess the broad executive skills needed to succeed in the Senior Executive Service (SES). The narrative should demonstrate the necessary level of management skills, characteristics, qualities, specialized knowledge, and technical

competence that would indicate successful performance in the SES.  This evidence must include clear and concise examples that emphasize your level of responsibilities, scope and complexity of the programs managed, program accomplishments, policy initiatives, and level of contacts. The basic definition for each ECQ is supplemented by underlying *Competencies* which are the personal and professional attributes critical to successful performance in the SES.  Applicants need not address these *Competencies* individually in the narrative but they should be reflected in the related ECQ.

Applicants should also incorporate the *Fundamental Competencies* which are the foundation for success in each of the ECQs.  Since the *Fundamental Competencies* are cross-cutting, they should be addressed over the course of the ECQ narrative.  It is not necessary to address them directly as long as the narrative, in its totality, shows mastery of these competencies on the whole. The *Fundamental Competencies* are:  *Interpersonal Skills, Oral Communication, Integrity/Honesty, Written Communication, Continual learning, and Public Service Motivation.*

<u>*NOTE*</u>*:*  If you are currently serving under a career SES appointment, are eligible for reinstatement into the SES or have successfully completed an SES Candidate Development Program approved by the Office of Personnel Management, you **DO NOT** need to address the ECQs.  ***However, you must still provide the narrative response to the Professional/Technical Qualifications (PTQs) listed below following the ECQs***.

**HOW TO WRITE YOUR ECQS:**  Information on addressing the Executive Core Qualifications (ECQs), including the definitions of the ECQs and the Competencies associated with the ECQs, and how to write effective ECQ statements, is available at **http://www.opm.gov/ses/recruitment/qualify.asp.**   **Do not exceed more than *TWO* pages for each ECQ.**

## ECQ 1 – Leading Change
This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals.  Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.  (***Competencies***: *Creativity and Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, and Vision*)

## ECQ 2 – Leading People
This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals.  Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.  (***Competencies***:  *Conflict Management, Leveraging Diversity, Developing Others, and Team Building)*

## ECQ 3 – Results Driven
This core qualification involves the ability to meet organizational goals and customer expectations.  Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks. (***Competencies***:  *Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, and Technical Credibility*)

## ECQ 4 – Business Acumen
This core qualification involves the ability to manage human, financial, and information resources strategically. (***Competencies***:  *Financial Management, Human Capital Management and Technology Management*)

## ECQ 5 – Building Coalitions
This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals. (***Competencies***: *Partnering, Political Savvy, and Influencing/Negotiating*)

**In addition to the Executive Core Qualifications listed above, candidates must possess experience at the senior level (GS-14/15 level or equivalent) in the following job-specific Professional/Technical Qualifications (PTQs).  The PTQs measure technical expertise required by this position.**

**PROFESSIONAL/TECHNICAL QUALIFICATIONS (PTQs) (Mandatory):**

1. Experience in administrative, supervisory, managerial, professional and/or technical work which provided the opportunity to acquire knowledge of management principles, practices, methods and techniques; an understanding of the needs and problems of administering public programs.

2. Application of strategic planning of human capital and workforce planning including managing a diverse workforce and developing a subordinate staff; and designing human resource strategies to meet the organization's mission, strategic vision, and goals and to achieve maximum potential of all employees in a fair and equitable manner.

3. Ability to advise the Director and top management staff on all fiscal, administrative, organizational, and human resources matters affecting the organization.

4. Knowledge of best practices to maximize efficiency of operations and ensure coordinated, streamlined and result-oriented management.

**Evaluation**:

We use a multi-step process to evaluate and refer applicants:
1. Minimum requirements:  Your application must show that you meet all requirements, including the education and/or experience required for this position.  You may be found 'not qualified' if you do not possess the minimum competencies required for the position.  If your application is incomplete, we may rate you as ineligible.
2. Rating:  A panel of Senior Executives will review your application and evaluate your qualification for this position based on the information in your application.  Interviews will be at the discretion of the panel and/or selection official.  Your application will be rated, based on the extent and quality of your experience, education, and training relevant to the duties of this position.
3. Referral: If you are among the top qualified candidates, your application will be referred to a selection official for consideration and possible interview.

**Benefits:**

We offer a workplace that is respectful, fair, and values diversity.  Our comprehensive benefits are very generous - helping you to reach your personal goals by supporting your professional growth, health, well-being, and your family needs.  Our benefits package includes:

- Challenging work, opportunities for advancement, competitive salaries, bonuses and incentive awards;
- Ten paid holidays, 13 days of sick leave, and 13 to 26 days of vacation time each year;
- Access to comprehensive health, vision, dental, life, and long-term care insurance programs that may be continued after you retire;
- A wide choice of health insurance plans coverage for pre-existing conditions, and no waiting periods.  We pay a substantial amount (up to 75%) of the health insurance premiums;
- A three-part retirement program which includes a life-time annuity, a 401(k) type plan with employer-matching contributions, and a Social Security benefit;
- Flexible spending accounts for health care and for dependent care, employee assistance programs, flexible work schedules, telework, public transportation subsidies, and tuition assistance.

The following links will navigate you to the Federal government's generous benefit packages such as annual, sick and holiday leave, health insurance, and a Thrift Savings Plan with matching contributions.  For more information, check out New Employee Benefits and OPM's website for Employee Benefits.

**Other Information:**

We are located in the Bethesda, MD; our campus is adjacent to downtown Bethesda, MD, at the Medical Center Metro station, and close to shops, walking trails, and restaurants.

Travel and Transportation expenses may be authorized in accordance with applicable Federal Travel Regulations governing the relocation of current Federal employees and new appointees.

A one-year probationary period must be served by the individual selected if not currently or previously in the career Senior Executive Service.

**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 you to review this information.  **This**

**position requires the incumbent to complete a public financial disclosure report prior to the effective date of the appointment.**

**Equal Opportunity Employment:** 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.

If you are a hearing impaired individual seeking assistance with the application process, you may contact the Human Resources Specialist listed in this announcement by phoning a relay operator at 1-800-735-2258. For additional information see Maryland Relay or AT&T Relay.

**How to Apply:**

**Applicants must submit application materials _ELECTRONICALLY_ by the Closing Date of the announcement to the following email address:** seniorre@od.nih.gov

Your application, regardless of the format must describe your job related qualifications pertinent to this position. The announcement number must be entered on the first page of your application. **For this announcement, please identify which position(s) you are interested in.** Please submit:

> (1) Resume OR OF-612 Application for Federal Employment. Applicants must provide names, titles, and phone numbers of five references. **Do not include your date of birth or Social Security Number on application materials.**

> (2) Supplemental narrative statements addressing the Professional Technical Qualifications (PTQs). **The supplemental statements should not exceed six (6) pages and be submitted as a Microsoft Word attachment**.

> (3) Candidates MUST supply a narrative statement addressing each of the ECQs. **Narrative statements should not exceed ten (10) pages and be submitted as a Microsoft Word attachment**.

> (4) If you are a current or former federal employee with reinstatement eligibility, you must submit a copy of your last Notification of Personnel Action (SF-50) showing your position, title, series, grade, and eligibility.

> (5) If you are a current or former SES, you must submit a copy of your SF-50 showing your appointment.

> (6) If you are a Candidate Development Program Candidate and your ECQs have been approved by OPM, please provide certificate/document indicating OPM approval.

> **NOTE:** Applicants who fail to submit all information and documents (i.e., an appropriate form of application and professional/technical qualifications narrative) WILL NOT receive consideration for the position.

Please do not submit unsolicited material such as publications, personal endorsements, performance appraisals, award certificates, proof of Veterans' Preference, etc., as these items will not be included in the rating process and will be discarded. (Veterans' Preference does not apply to positions in the Senior Executive Service.) All application materials are subject to the provisions of the Privacy Act and become the property of the Department of Health and Human Services. Any additional information needed will be requested prior to appointment.

**FAXED APPLICATIONS WILL <u>NOT</u> BE ACCEPTED**.

This announcement is located on the NIH Home Page under "**Executive Jobs.**" Additional information regarding the NIH may be found at the NIH website.

**<u>NOTE:</u> Failure to comply with the required application procedures will result in non-consideration of your application.**

**Contact Information:**

Lynnita Jacobs
Phone:  301-402-4077
TDD: 301-594-8942
Email: seniorre@od.nih.gov

Or write:

Department Of Health And Human Services/National Institutes of Health
31 Center Drive, MSC 2272
Bldg 31; Room 4B39
Bethesda, MD 20892-2272
US

**What to Expect Next:**

You will receive an email informing you of the receipt of your application.  Applicants who are determined to be highly qualified by the Search Committee will be referred to the selecting official for further consideration and possible interview, at which time you will be contacted. All applicants will be notified of the outcome of their applications once a final selection is made.

**Reasonable Accommodation Policy Statement**

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate.  Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly.  Determinations on requests for reasonable accommodation will be made on a case-by-case basis.