

Health Scientist Administrator (Program Officer), Community Health and Population Science, Division of Scientific Programs, National Institute on Minority Health and Health Disparities, National Institutes of Health

Job Announcement Description

The National Institute on Minority Health and Health Disparities (NIMHD), Community Health and Population Science (CHPS), within the Division of Scientific Programs (DSP), at the National Institutes of Health (NIH), located in Bethesda, Maryland, is seeking candidates with a commitment to scientific excellence and the energy, enthusiasm, and innovative thinking in community health and population science research expertise to serve as a **Health Scientist Administrator**, to provide scientific leadership and coordinate extramural research activities in this scientific program area.

ABOUT THE CHPS

The CHPS supports research on interpersonal, family, neighborhood, community and societal-level mechanisms and pathways that influence disease risk, resilience, morbidity, and mortality in health disparity populations. We are committed to creating a diverse and inclusive work environment, and we strongly welcome candidates from underrepresented groups to apply.

POSITION DESCRIPTION

The NIMHD is considering a full-time position for this opportunity. Responsibilities include serving as a Program Officer; identifying opportunities for scientific growth in community health and populations science research; recognizing important gaps in knowledge, relevant program needs, and scientific opportunities to address each. The incumbent will make recommendations for new research efforts and/or other initiatives and provide expert advice relating to specific proposals in the CHPS program area. The incumbent coordinates program efforts with other organizations, NIMHD, and NIH staff and Offices, as needed.

The ideal candidate will have: 1) experience in or strong familiarity with community health and population science including clinical research methods; 2) an interest in and specific expertise related to health disparities, or minority health research, health care policy or policies that impact health care and/or health outcomes; 3) proficient understanding of or strong familiarity with medical guidelines of prevention and care of common diseases and current national healthcare policies; 4) flexible, self-starter capabilities of working

independently and as a team player; and 5) strong interpersonal, organizational, time management, analytical, and written and oral communication skills.

The Health Scientist Administrator:

1. Administers a portfolio of extramural research grants, cooperative agreements, contracts (when applicable), and training awards for minority health, health/health care disparities, community health and populations science research activities, and manages workload and project priorities to fulfill the mission of the CHPS scientific program area and NIMHD.
2. Develops, writes, and presents new scientific concepts leading to funding opportunity announcements that bridge existing gaps in community health and populations science research and promote high-quality science within the context of minority health and health disparities, as funding permits.
3. Provides programmatic expertise and leadership and serve as a scientific point of contact for research programs in the community health and populations science research at the NIMHD.
4. Reviews lay and scientific literature and assigned research grant and contract portfolio to ensure appropriate balance of the portfolio and to identify gap areas.
5. Consults with and advises grantees (and contractors, when applicable) during preparation of applications/proposals and provide guidance on program announcements and priorities.
6. Performs scientific and administrative reviews and analysis of applications/proposals from a programmatic viewpoint.
7. Organizes and conducts workshops, conferences, symposia, or similar activities.
8. Responds to scientific and Departmental reporting requests, synthesizing and presenting results of data analyses, drawing inferences, and making recommendations that bear on program activities and policies.
9. Prepares scientific position papers and staff documents, highlights of significant research findings in mission-related areas, and special reports on health care disparities and community health and populations science research programs.
10. Represents the CHPS, DSP or NIMHD on committees, panels, and workgroups, at conferences and meeting as an authority in planning, development, and implementation of health care disparities and community health and populations science research programs.
11. Works across the NIH and other Government and non-government agencies to promote and coordinate community health and populations science research focused on minority health and health disparities.

12. Collaborates with the CHPS team and NIMHD staff on a myriad of scientific and administrative management activities.

DESIRED QUALIFICATIONS

- Ph.D. and/or M.D. or equivalent degree(s) with experience in epidemiology, prevention science, public health, and/or behavioral and social science.
- Experience setting the scientific agenda, planning, executing, and leading major scientific meetings, workshops, and conferences for diverse stakeholders.
- Experience developing partnerships and collaborations with internal and external stakeholders; coordination of such partnerships across diverse disciplines is desirable.
- Experience organizing and leading workgroups and interest groups.
- Strong critical thinking and problem-solving skills.
- Excellent written and oral communication skills with demonstrated ability to convey complex information to a variety of audiences.
- Strong interpersonal skills and demonstrated ability to cultivate partnerships and maintain relationships at all levels across an organization to develop and implement program priorities.
- Ability to work on multiple time-sensitive projects simultaneously.

Letters of Interest

Please submit a letter of interest, CV, or resume to [Dr. Nathaniel Stinson](#). Materials should be received no later than **Wednesday, May 26, 2021**. For questions about the position, please contact Dr. Nathaniel Stinson at nathaniel.stinson@nih.gov.

To Apply

This position will be advertised through [NIH's Global Recruitment for Health Scientists Administrators](#) (HSA) from **May 17 - 26, 2021**. Applications in response to this announcement must be submitted through www.USAJobs.gov to be considered.

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