

# Health Scientist Administrator (Program Officer) - OD - MP

## NATIONAL INSTITUTES OF HEALTH

2 vacancies in the following location:

Montgomery County, MD

Work Schedule is Full Time - Permanent

Opened Wednesday 7/27/2016  
(0 day(s) ago)

Closes Friday 8/5/2016  
(9 day(s) away)

### Salary Range

\$77,490.00 to \$141,555.00 / Per Year

### Series & Grade

GS-0601-12/14

### Promotion Potential

14

### Supervisory Status

No

### Who May Apply

Status Candidates (Merit

## Promotion and VEOA Eligibles)

### Control Number

443568800

### Job Announcement Number

NIH-OD-MP-16-1728724

## Job Description

### Job Summary

The NIH is the premier biomedical research center for the world. Its 27 Institutes and Centers employ approximately 18,000 employees doing a vast array of jobs, all supporting efforts for a healthy nation. For information on the NIH mission, goals, and Institutes and Centers, visit [NIH Overview](#).

This position is with the National Institutes of Health (NIH), Office of the Director (OD), Division of Program Coordination, Planning, and Strategic Initiatives (DPCPSI), Office of Behavioral and Social Sciences Research (OBSSR) as a Health Scientist Administrator (Program Officer).

We are seeking talented, knowledgeable, and motivated behavioral or social scientists with experience analyzing and monitoring developments in social and behavioral science related programs, developing and testing more accurate and precise measurements of behavioral and social factors and their influences in health-related research, and providing guidance and assistance regarding science policy issues.

The Health Scientist Administrator (Program Officer) will focus on advancing (1) the development and testing of more accurate and precise measurements of behavior and its influences in health-related research, and (2) the development and application of innovative methods and analytics in social and behavioral research. This person will advise the OBSSR leadership on programmatic issues, particularly relating to methodology and measurement challenges in the behavioral and social sciences, and direct or assist with various initiatives involving methodology and measurement in the behavioral and social sciences. These areas include but are not limited to: a) research design, b) measurement science, including psychometrics and issues of reliability and validity, c) data analytics, including both statistical and computational modeling, and d) data management, curation, harmonization, and integration. Issues involving the application of these approaches in diverse populations and the ethical, privacy, and security issues related to methodology and measurement are also areas that the position will address. While core competence in the methods and measures of the social and behavioral sciences are critical, familiarity, adaptation, and integration of these approaches from other scientific areas (e.g., biomedical research, engineering) are valuable capabilities for this position. The Health Scientist Administrator (Program Officer) will be involved in the issues surrounding the application of new approaches in diverse populations and the ethical, privacy and security issues related to methodology and measurement.

### Duties

As a Health Scientist Administrator, (Program Officer) your duties will include but are not limited to:

- Developing and maintaining a knowledge base on advances in methodology and measurement approaches and serving as a source for this knowledge for the OBSSR leadership, staff, and the larger NIH behavioral and social science community;
- Identifying and formulating program needs to achieve an integrated and responsive effort in behavioral and social sciences research, particularly in the areas of methodology and measurement;
- Organizing and conducting workshops, conferences, symposia that address issues in the social and behavioral sciences;
- Performing scientific and administrative reviews and analyses of applications/proposals from a programmatic viewpoint;
- Planning, directing, and guiding interdisciplinary methodology and/or measurement oriented research programs and initiatives in the behavioral and social sciences;
- Collaborating and participating in NIH-wide activities involving big data, common data elements, and efforts to produce research-oriented taxonomies and ontologies;
- Establishing and maintaining effective collaborative and working relationships with other government agencies, research institutes, and organizations;
- Consulting with and advising grantees/contractors during preparation of applications/proposals;
- Developing, coordinating and/or administering projects established to fulfill the mission of the OBSSR.

### **Travel Required**

Occasional Travel

This position requires overnight travel that might be up to two nights per month.

### **Relocation Authorized**

No

## **Job Requirements**

### **Key Requirements**

Time in grade met within 30 days of closing date.

Position is subject to a background investigation.

This position has an education requirement. Please provide transcripts.

Confidential Financial Disclosure Report, OGE-450 is required annually.

Please provide Notice of Personnel Action, SF-50.

### **Qualifications**

**BASIC REQUIREMENTS: Applicants for all grades must be U.S. Citizens and must meet the**

**requirements described in paragraphs A or B below:**

**A.** Successful completion of all requirements for a Ph.D. (or equivalent doctoral degree), in an accredited college or university, including acceptance of the dissertation, in an academic field of the health or pertinent sciences (i.e., biochemistry, molecular biology, physiology, etc.) allied to health or health related research.

**B.** Successful completion of a full 4-year course of study in an accredited college or university, leading to a bachelor's or higher degree, with major study in an academic field of the health or pertinent sciences which have been applied and utilized by the applicant in health or health-related research and, in addition, at least 1 year of qualifying progressively responsible experience; or any equivalent combination of graduate study and research experience in these fields. This education and experience must demonstrate that the applicant has acquired the scientific knowledge, skills and abilities to apply and utilize them successfully in health or health-related research at a level which is the qualitative equivalent of that acquired in meeting all the requirements for the Ph.D. degree (or equivalent doctoral degree), including the dissertation as indicated above. The appropriate doctoral equivalency must be supported by publications in health or health-related research accomplishment in appropriate scientific journals; or other objective evidence in such form that it may be reviewed and evaluated.

Applicants must demonstrate that they have worked independently in planning, organizing, and conducting biomedical behavioral health, or health-related research; served effectively, in research program administration in these fields; and acquired an understanding of the history, interests, internal dynamics, and relationships of organizations in which health research is conducted. This experience may be gained 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 the budget.

**Requirements for Applicants to the GS-12 level**

The basic requirements for fully qualifying at this level are one year of independent health research beyond the doctoral degree and one year of health research program administration experience (can be undertaken concurrently). Qualifying professional experience may be obtained in one of the following environments.

**Academic Environment:** serving as principal investigator or equivalent on a grant or contract which may include institutional grant support or foundation funds, but should have been obtained competitively; independent research as evidenced by the development of a research project, and primary authorship of research publications in peer-reviewed journals; held the position of Instructor, Assistant Professor or equivalent.

**OR**

**Intramural Environment:** independent research, as evidenced by the development of research projects, and primary authorship of research publications in peer-reviewed journals; evidence of responsibility for significant aspects of laboratory/research unit (at least 3 years postdoctoral research); held the position of Staff Fellow, Senior Staff Fellow, Research Associate or equivalent.

**OR**

Private Sector (Profit/Nonprofit): conceptualization and implementation of a research project, primary authorship on internal research reports or patents, and/or publications in peer-reviewed journals; held the position of Research Scientist or equivalent.

**OR**

Extramural Environment: I qualify for this position at the GS-12 level because I have 1 year of specialized experience equivalent to at least the GS-11 level in the Federal service obtained in the public sector, performing the following types of review or program tasks: review for completeness applications for research grants or contracts; study scientific literature in order to place the proposed research project in its relationship to the research being done in the subject matter area; respond to issues and concerns about specific applications or proposals pertaining to assigned program areas.

### **Requirements for Applicants to the GS-13 level**

In addition to meeting the basic requirements of one year of independent health research beyond the doctoral degree and one year of health research program administration experience, applicants must possess at least one year of professional experience in one of the following environments.

Academic Environment: management of significant independent research projects (analogous to an RO1 and R29 grant) and supervision of graduate researchers or technicians; publications in refereed journals, presenting published work to scientific organizations and teaching graduate level courses in biomedical/behavioral or health-related disciplines; served as a reviewer on peer-review panels or journals; held the position of Assistant or Associate Professor or equivalent

**OR**

Intramural Environment: responsible for multiple scientific projects, supervising graduate researchers or technicians; publications in refereed journals, presenting published work to scientific organizations and teaching graduate level course in biomedical/behavioral or health related disciplines; served as a reviewer on peer-review panels or journals; held the position of Research Scientist (permanent position), Section Chief, or equivalent.

**OR**

Private Sector (Profit/Nonprofit): evidence of increasing responsibility in research or administration within the company; held the position of Senior Research Scientist/Project Manager or equivalent.

**OR**

Extramural Environment: I qualify for this position at the GS-13 level because I have 1 year of specialized experience equivalent to at least the GS-12 level in the Federal service obtained in the public sector, performing the following types of review or program tasks: review the technical and scientific merit of applications and proposals received requesting grant or contract funds; provide advice in program planning, solicitation, and evaluation to perform day-to-day administrative functions related to research grants and interagency agreements supporting research projects in my scientific area; identify new basic, translational and clinical research concepts, projects and initiatives to appropriate advisory groups; and formulate and develop Program Announcements, RFAs, RFPs, or a combination of these, to achieve objectives.

## Requirements for Applicants to the GS-14 level

In addition to meeting the basic requirements, applicants must possess at least one year of professional experience that demonstrates extensive scientific expertise incorporating research experience with varied responsibilities for providing leadership in a scientific area, and functioning as a leader for a variety of efforts, such as directing research and coordinating committee and teaching activities, and organizing and chairing sessions at national scientific meetings. Qualifying professional experience may be obtained in one of the following environments.

**Academic Environment:** serves as an appointed member of a scientific peer-review panel or editorial board; held the position of Associate Professor, Professor or equivalent

**OR**

**Intramural Environment:** responsible for at least two concurrent research projects with separate staff and budgets and supervising doctoral level staff; held the position of Section Chief or equivalent for at least 2 years.

**OR**

**Private Sector (Profit/Nonprofit):** evidence of increasing responsibility in research or administration within the company; held the position of Senior Research Scientist/Project Manager or equivalent.

**OR**

**Extramural Environment:** I qualify for this position at the GS-14 level because I have 1 year of specialized experience equivalent to at least the GS-13 level in the Federal service obtained in the public sector, performing the following types of review or program tasks: organize and conduct workshops, conferences, symposia or similar activities to foster the aims of the program, to facilitate communication among investigators, or to advise on the status of progress and emerging directions of research in the assigned program area; manage the initial scientific and administrative review of center grant, program project grant, and training grant applications, as well as research project applications submitted in response to requests for applications, multicenter clinical trial applications, and contract proposals assigned to the program area; plan, advise, and evaluate program activities for a portfolio of research project, research program and other grants/awards, cooperative agreements, and/or contracts in the assigned program area and the discovery, development and evaluation of associated prevention and therapeutic strategies; review and evaluate periodic and interim progress reports to determine effectiveness of support and achievement of objectives; recommend funding plans for initiatives; establish the criteria and standards for a review panel. [View Assessment Questions](#)

This position has an education requirement. You are strongly encouraged to submit a copy of your transcripts (or a list of your courses including titles, credit hours completed and grades). Unofficial transcripts will be accepted in the application package. Official transcripts will be required from all selectees prior to receiving an official offer. [Click here for information on Foreign Education](#) .

Males born after December 31, 1959 must be registered with Selective Service.

### Security Clearance

Public Trust - Background Investigation

## Additional Information

### What To Expect Next

Within 15 business days of the closing date, Friday, August 05, 2016, you may check your status online at [USAJOBS](#). We will update your status after each key stage in the application process has been completed.

### BENEFITS

The federal government offers a comprehensive benefits package including vacation, sick leave, holidays, life insurance, health benefits, and participation in the Federal Employees Retirement System. For more information, check out [New Employee Benefits at NIH](#) and [OPM's Employee Benefits Information](#).

### Other Information

Additional selections may be made across the entire Department of Health and Human Services within the Washington, DC commuting area through this vacancy announcement.

A one-year probationary period may be required upon selection/ placement.

PHS Commissioned Officers interested in performing the duties of this position within the Commissioned Corps should also apply online to this announcement in order to receive consideration.

NIH may repay certain outstanding Federally-insured student loans to facilitate the recruitment and retention of highly qualified people. Recipients will be determined on a case-by-case basis based on organizational need, specific case justification, and budget limitations.

A newly appointed or reappointed employee may receive service credit for prior work experience or active duty uniformed service that otherwise would not be creditable for the purpose of determining his or her annual leave accrual rate. All creditable service must be directly related to the duties of the position being filled and decisions to allow for such credit must be finalized prior to the selectee's entrance on duty. The use of this service credit incentive is at the discretion of the selecting official and service credit is granted only for a position deemed hard-to-fill.

If selected, you will be required to complete Confidential Financial Disclosure Report, OGE Form 450 to determine if a conflict or an appearance of a conflict exists between your financial interest and your prospective position with the agency. This information is required annually.

Additional selections may be made through this vacancy announcement. The National Institutes of Health participates in the USCIS Electronic Employment Eligibility Verification Program ([E-Verify](#)). E-Verify helps employers determine employment eligibility of new hires and the validity of their Social Security numbers. The NIH maintains a [tobacco free work environment and campus](#).

### How to Apply

Submission of a resume alone IS NOT a complete application. You must provide a complete online **Application Package** which includes:

Your Resume must clearly articulate how your skills and experiences align to the criteria defined in the qualifications section of this announcement and it must support your responses to the assessment questionnaire. Your resume must also include the day, month, and year that you began and ended for each position held. Full-time employment will be assumed unless otherwise stated on your resume. Part-time employment will be prorated in crediting experience. Not providing this information may result in the lowering of your assessment score or an ineligible rating. For resume writing guidance, please visit the USAJobs Resource Center or view their video tutorial.

A complete **Assessment Questionnaire**, [View Assessment Questions](#).

Other **required supporting documents** (See the **Required Documents** section for any additional forms and/or supplemental materials required.)

For additional information, click on the links below:

[Additional Information on How to Apply](#)

[Information on Reasonable Accommodation](#)

For technical difficulties, contact HR Systems Support between 8:00 AM and 4:30 PM ET Monday through Friday at [hrss@nih.gov](mailto:hrss@nih.gov).

## How You Will Be Evaluated

[Evaluation Method](#)

## Required Documents

The following information must be received by 11:59pm ET on the closing date of the announcement, Friday, August 05, 2016.

Resume via USAJOBS.

Responses to online questionnaire.

If applicable, supporting documentation (including DD214 to support Veterans' Employment, CTAP/ICTAP, Schedule A, or other information requested in the announcement such as transcripts). To ensure your information is secure, please block out any Social Security numbers (SSNs). Clean copies may be requested if you are hired.

If submitting a copy of your Notification of Personnel Action (SF-50), or equivalent, submit one that shows the effective date of your current position and the full performance level. You may obtain a copy of your SF-50 from your HR Office or, if you are an HHS employee, from [eOPF](#). If you have separated from Federal Government employment, you may obtain a copy of your SF-50 via: National Personnel Records Center, Annex, 1411 Boulder Boulevard, Valmeyer, IL, 62295; FAX - 618-935-3014;



[Email CPR](#); or [visit the National Archives Website](#).



# Department Of Health And Human Services

## National Institutes of Health

### Contact

Christine Van Bommel  
Phone: (706)863-7826  
Email: VANBEMMELCK@MAIL.NIH.GOV

### Address

National Institutes of Health  
2115 E Jefferson St  
Bethesda  
MD

[EEO Policy Statement](#) | [Reasonable Accommodation Policy Statement](#) | [Veterans Information](#) | [Legal and Regulatory Guidance](#)