Position Overview

The Office of Technology Development and Coordination (OTDC) is responsible for cross-cutting in technology development and informatics programs at the National Institute of Mental Health. These programs include both research-focused activities as well as providing infrastructure to the research community. The major responsibility for this position is to manage the NIMH Data Archive’s day-to-day activities (NDA). Those activities include frequent interactions with the contractor team responsible for running the data archive, with federal staff interested in the NIMH Data Archive, and with the many users of the archive. The project lead will represent federal interests in the project, oversee program progress, adherence to the project management plan, and ensure compliance with data security requirements. The manager will report to the Director of OTDC but will interact with senior officials across NIH.

NDA is rapidly becoming a key component of the data sharing infrastructure at NIH. The archive is being used by multiple Institutes to store controlled access data from human subjects. Because of this, the incumbent will participate in a number of trans-NIH activities related to data sharing policy and harmonize the NDA with other significant informatics initiatives at NIH.

Qualifications

Applicants must have a Ph.D., M.D. or equivalent doctoral degree in a relevant scientific discipline. Experience in productively managing a diverse team of more than 20 contractors is highly desirable. The incumbent must prioritize the efforts of the team to deliver the needed infrastructure within an annual budget. This requires frequent evaluation of program priorities and occasionally changing tactics to maximize funding opportunities, especially when outside resources become available for co-funding or cost-sharing.

The incumbent must possess superior communication skills to effectively and appropriately present information to a variety of stakeholders. Detailed knowledge about the various infrastructure components currently used by NDA is not needed, but the incumbent must have a solid background in informatics.

Applicants must be U.S. citizens. The work site is in Rockville, Maryland. A complete package of federal civil service benefits is available, including retirement, health and life insurance, long-term care insurance, leave, and a Thrift Savings Plan (401K equivalent). Salary is competitive and commensurate with experience. The position will be posted at GS-14/15 federal government salary grades, with an annual salary between $144,128 and $172,500.

How to Apply

Applications must include a CV and a letter of intent, including a mission statement and or vision for the position. Please send these materials to NIMHsearch@mail.nih.gov.

The NIH encourages the application and nomination of qualified women, minorities, and individuals with disabilities. HHS and NIH are Equal Opportunity Employers.