



**National Institutes of Health (NIH)  
National Institute of Mental Health (NIMH)  
Office of the Director (OD)  
Office of National Autism Coordination (ONAC)**

The National Institute of Mental Health (NIMH) is the lead federal agency for research on mental disorders. NIMH is one of the 27 Institutes and Centers that make up the National Institutes of Health (NIH), the largest biomedical research agency in the world. NIH is part of the U.S. Department of Health and Human Services (HHS).

**Position Overview**

The NIMH is seeking superior candidates for the position of Health Science Policy Analyst (HSPA) within the Office of National Autism Coordination (ONAC), Office of the Director (OD). The NIMH ONAC director is the HHS National Autism Coordinator (NAC), a role mandated by Congress to provide program leadership that includes overseeing activities related to autism spectrum disorder (ASD) and research, services, and other support activities across federal agencies. ONAC coordinates and manages the Federal Interagency Workgroup on Autism Spectrum Disorders (FIWA), which currently has over 30 representatives from 8 Federal departments and agencies with responsibility for research, services, and support activities affecting the lives of individuals with ASD and their families. The NAC also oversees the Office of Autism Research Coordination (OARC), which coordinates and manages the Interagency Autism Coordinating Committee (IACC), a federal advisory committee with stakeholder and federal representatives, which provides recommendations to the Secretary of the U.S. Department of Health and Human Services.

He/She will have responsibility for numerous high profile and cross-cutting projects/activities. Individuals are encouraged to apply who have participated in the development, implementation, and/or coordination of complex projects involving the collaboration of individuals from multiple disciplines and with different perspectives; prepared responses to Congressional, Departmental, or other stakeholder requests for information about Federal research, services, or policy activities and initiatives; prepared Congressional testimony on scientific or programmatic topics; and coordinated data collection efforts on research, services or policy activities on very tight deadlines. Experience with autism-relevant research, services, or policy activities is desirable, but not a requirement of this position.

The incumbent must have superior skills for writing and editing documents that convey complex information about research, services, and policy issues to non-scientific audiences and have knowledgeable skills to extend and refine existing techniques and to develop new approaches to the analysis of public policy issues.

The incumbent must stay abreast of analyzing, and reporting on several areas of ASD research and services activities; and must have the ability to work with other NIH and federal government offices as well as non-profit organizations and the public to gather information and provide information that is helpful to all audiences in their work to help the ASD community. He/She must maintain close working relationships with and will work closely with internal and external staff and federal agencies and must have the ability to monitor advances and trends in science that are relevant to the ONAC mission.

Competitive candidates must have superior skills in order to extend and refine existing techniques and to develop new approaches to the analysis of public policy issues. Additional responsibilities will include conducting in-depth analyses involving complex variables that impact significantly on the effective development, interpretation, or implementation of federal policymaking regarding research.

**Qualifications**

Applicants must be U.S. Citizens and have a major study in an academic field related to the health sciences or allied sciences appropriate to the work of the position. This position requires working both independently and collaboratively, and the applicant must have strong organizational, oral, and written communication skills. Salary will be commensurate with the experience of the candidate. A full 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). The successful candidate is subject to a background investigation and public financial disclosure requirements.

**How to Apply**

Interested candidates should send a letter of interest and a curriculum vitae to [NIMHsearch@mail.nih.gov](mailto: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.**