



**National Institutes of Health (NIH)
National Institute of Mental Health (NIMH)
Office of the Director (OD)
Office of Science Policy, Planning, and Communications (OSPPC)
Office of Autism Research Coordination (OARC)**

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 multiple positions of Health Science Policy Analyst (HSPA) within the Office of Science Policy, Planning, and Communications (**OSPPC**) and the Office of Autism Research Coordination (**OARC**), Office of the Director (**OD**).

The NIMH OSPPC plans and directs a comprehensive strategic agenda for national mental health policy, including science program planning and related policy evaluation. OSPPC plans and implements portfolio analysis, scientific disease coding, and program evaluations for developing and assessing NIMH strategic plans and portfolio management. OSPPC creates and implements the Institute's communication efforts, including information dissemination, media relations activities, and internal communications. The Office also oversees outreach and education activities, including planning, coordinating, and promoting Institute interactions with patient advocacy, professional, scientific, and community-based organizations with specific interests in NIMH's mission and/or programs. OSPPC is also responsible for managing issues related to the Freedom of Information Act (FOIA), correspondence control, and clearance services for the Institute.

The NIMH OARC coordinates and manages the Interagency Autism Coordinating Committee (IACC) and related cross-agency autism spectrum disorder (ASD) activities, programs, and policies. OARC provides assistance to the IACC by (1) communicating information about the IACC and federal ASD research activities to Congress, other government agencies, and the public; (2) planning meetings, conferences, and other venues for interaction between the IACC and the public; (3) assisting the IACC in its strategic planning and ASD research monitoring activities; (4) conducting analyses and preparing reports for the IACC and Congress; and, (5) developing and disseminating information to the public about ASD.

The individual will serve as a policy analyst on issues relating to the coordination of NIMH collaborative partnership programs, policies, and procedures to the biomedical and behavioral research community, particularly with respect to neuroscience and related research. Participates in discussions, formulation, establishment, and evaluation of major policy decisions and procedures affecting the NIMH partnership activities. The individual stays abreast of analyzing and reporting on several areas of mental health research and services activities. The individual must have the ability to work with other NIH and federal government offices and non-profit organizations and the public to gather information and provide information that is helpful to all audiences. The individual must identify both existing and emerging research findings and information about changes in services issues and developments in policy related to mental health research to develop planning and policy documents.

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 position's work. This position requires working both independently and collaboratively with strong organizational, oral, and written communication skills a must-have. Salary will be commensurate with the experience of the candidate. 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). 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.

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