Leadership Opportunity at NIMH
Information Resource and Technology Management Branch (IRTMB)
National Institute of Mental Health (NIMH)

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 Information Resource and Technology Management Branch (IRTMB) is seeking exceptional candidates for the position of Supervisory IT Specialist. The IRTMB serves as the Institute’s focal point for Information Technology (IT) services including software development, infrastructure support, research and security, technology support, data management, and IT administrative policy. The Branch is also the NIMH liaison with computing service providers and with IT management groups in other Institutes.

The Supervisory IT Specialist supports the Branch Chief and fully shares in the planning, organization, direction, supervision, and coordination of all aspects of the administrative and business management operations of IRTMB. He/She will lead the IRTMB Project Management Office (PMO) and will work directly with the Branch Chief NIMH CIO to develop and maintain the IT strategy for the Institute. The incumbent will also be responsible for providing project management duties for Branch’s software support and development contract. Additional responsibilities will include: leading a team of diverse federal employees and contractors in varying IT fields, which requires a broad knowledge base and the incumbent must have a high degree of judgment and technical program expertise to carry out these responsibilities. Supervision and oversight skills are essential for this position.

Qualifications

Applicants must be currently employed by the Department of Health and Human Services (HHS), serving on a permanent career/career-conditional appointment.

The successful candidate must have IT-related experience demonstrated by paid or unpaid experience obtained in either the private or public sector, and/or completion of specific, intensive training that demonstrates the applicant possesses each of the following four competencies:

1. Attention to Detail - is thorough when performing work and conscientious about attending to detail; 2. Customer Service - Works with clients and customers (that is, any individuals who use or receive the services or products that your work unit produces, including the general public, individuals who work in the agency, other agencies, or organizations outside the Government) to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; knows about available products and services; is committed to providing quality products and services; 3. Oral Communication - Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account
the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately; 4. Problem Solving - identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations AND one (1) year of specialized experience equivalent to at least the GS-13 level in the Federal service obtained in either the private or public sector typically gained in the IT field or through performing IT-related tasks such as: Developing information technology plans of actions to define project scope, goals, resource utilization, and budget status; evaluates and recommends adoption of new project management technologies to enhance IT services, architecture, infrastructure or applications; reviewing and analyzing automated data contracting process, including pre-procurement planning, evaluation of contract proposals, contract negotiations, and post-award administration; developing, maintaining, replacements and alterations of hardware and software needed to accomplish program objectives; and conducting project management meetings with team members to address project schedules, team assignments, and technical issues.

**How to Apply**

Interested candidate should send a letter of interest, including 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.