Deputy Executive Officer Opportunity at NIMH
Office of Management
National Institute of Mental Health
Department of Health and Human Services

The Office of Management is located in the Office of the Director (OD), Executive Office (EO). The Executive Office is responsible for financial management, information technology, ethics, management analysis and policy, workforce development and planning, and, general administrative services, including property, purchasing, and NIH central services. The office develops, implements, and monitors administrative management policies, procedures, and guidelines; develops and monitors the implementation of program policies and plans; evaluates program progress in meeting Institute objectives; develops data requirements pertinent to short- and long-range program planning; develops the Institute’s program evaluation policy; administers the Institute’s program evaluation system for all Institute employees; and maintains responsibility for all management and administrative policy studies, reports, analyses, and program objectives.

As Deputy Executive Officer (DEO) for the NIMH, NIH, the incumbent serves as the principal advisor to the Institute Director and senior staff on all phases of the administrative management of the Institute, which requires exceptionally broad vision and skillful problem-solving ability. The position oversees the implementation of a variety of management services essential to the direction and operation of the Institute. Duties include the development and formulation of new organizational functionalities and the evaluation of existing ones, with particular emphasis on efficient utilization of resources to assure the greatest probability of success. The incumbent participates in planning, developing, formulating, and administering the policies, regulations, and procedures governing the activities of the Institute’s programs.

As the DEO who is a focal point for administrative policy and procedures in the Institute, the incumbent must be able to analyze reviews and appraise operations to stimulate management improvement, and provide administrative direction for Institute programs. He/She has responsibility for most of the following administrative programs in the Institute: financial management, management analysis, human resources management, information technology and support, acquisitions management, ethics, and/or general administrative support such as space management, internal controls, travel services, and/or property accountability. The work involves presenting original ideas as well as the recognition of the need for new approaches that require study and revision of existing policies and procedures the incumbent is responsible for. The incumbent must identify problems or issues, propose innovative solutions, and oversee their implementation.

He/She must be able to recommend and prepare the Institute position on proposed administrative procedures and practices and provide leadership and guidance to administrative, management, or operational problems. He/She will have the responsibility and authority to execute administrative and management policies for the Institute and to approve deviations, when deemed appropriate, from established policies in the interest of efficiency and greater effectiveness. The incumbent provides advice and recommendations to the Institute Director on the impact and implications of administrative issues on major programs and policy formulation. Major administrative programmatic decisions are based on the incumbent’s recommendations.

The incumbent serves as the administrative coordinator in dealing with senior Institute staff and with other segments of the NIH to achieve effective cooperation between the interrelated programs of the Institute. Supervisory experience is required.
How to Apply
Interested candidates should apply via USAJobs from December 12, 2019 – December 16, 2019.

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