Detail Opportunity for a Business Transformation Analyst with the NIMH STARS Branch
Office of Management
National Institute of Mental Health

This exciting detail opportunity to serve as a Business Transformation Analyst is located within the Scientific Talent and Recruiting Services (STARS) Branch, Office of Management, National Institute of Mental Health (NIMH), National Institutes of Health (NIH). The office location is 6101 Executive Blvd., Suite 392, Bethesda, MD.

This detail opportunity is for 120 days (with the option to extend every 120 days). It can be reimbursable or non-reimbursable. Funding and start date to be negotiated prior to finalized selection. Interested employees should email the STARS Branch Director, Gwen Shinko.

The NIMH STARS Branch manages the $747 Million STOPS (Scientific, Technical, and Other Professional Support Services) contract for the NIH. There are over 2,100 contractors working in the Institutes and Centers (ICs) and NIH Office of the Director under the STOPS contract.

The STARS Branch:
• Receives requests for new or replacement contract workers from the ICs
• Coordinates requests with the ICs and the STOPS contract vendor (Kelly Services)
• Works closely with the National Institute on Drug Abuse COAC Contracts team
• Produces reports and analyses in order to make data driven decisions

As the Business Transformation Analyst, you will:
• Create and maintain an internal STARS Branch SharePoint site
• Contribute to developing standard operating procedures (SOPs), checklists, training materials, IC contact lists, etc.
• Develop training materials for the new automation system launch
• Assist with developing the re-competition acquisition documentation
• Provide general support for organizing meetings, AV setup for presentations, etc.

What You’ll Gain from the Experience:
• An opportunity to provide input on an exciting new NIH-wide automated system
• An opportunity to develop relationships with staff at multiple ICs and in the STARS Branch
• Experience mapping current workflows and identifying needs for new SOPs
• Experience assisting with a large NIH-wide contract re-competition

To be considered:
• Must be a Federal FTE
• Must have experience serving as a SharePoint site owner
• Must have some experience with acquisitions (COR Level 1 or 2 certification preferred)
• Must be able to manage multiple priorities in a busy work environment
• Must have strong written and verbal communication skills
• Must have supervisor approval before applying for the detail

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