The Division of Extramural Activities (DEA): (1) provides leadership and advice in developing, implementing, and coordinating extramural programs and policies; (2) represents the Institute on extramural program and policy issues within the Department and with outside organizations; (3) provides scientific and technical peer and objective review of applications for grants, cooperative agreements, and contracts; (4) provides information and guidelines for grant applications; (5) oversees National Advisory Mental Health Council activities; (6) provides committee management services for peer review, council, and any other Federal Advisory Committee Act-related committee meetings that are required at NIMH; and (7) awards grants. Ensures that applications chosen for funding comply with federal laws, regulations, and policies prior to award, which involves critical communication with the grantee throughout the pre-award, award, and post-award processes.

The Supervisory Grants Management Specialist serves as the Chief Grants Management Officer, responsible for the negotiation, award, and administration of grants and cooperative agreements within NIMH totaling approximately $1.6 billion. The Chief Grants Management Officer also monitors the grants process to ensure that all required business management actions are performed by the recipient and the Government in a timely manner, both prior to and after award. As the Chief Grants Management Officer, the incumbent performs program management, representational, and supervisory/managerial tasks and assignments. This position is a key leadership and management position within DEA with responsibilities for overseeing and managing the technical and business activities of the Grants Management Branch that are directed through three (3) Grants Management Team Leaders.

This position requires working both independently and collaboratively and offers opportunities to impact priorities, develop new initiatives, and contribute to the advancement of a national program of research. Strong organizational, and oral and written communication skills are required.

**Qualifications**
To qualify for this position at the GS-15 level the candidate must possess the following: One full year of specialized experience equivalent to the next lower grade (GS-14) in the Federal Service. This experience may have been gained in the federal government, a state or local government, a non-profit organization, the private sector, or as a volunteer; however, your resume must clearly describe at least one year of specialized experience.

**How to Apply**
Interested candidates 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.