



## Leadership Opportunity at NIMH

### Deputy Director, Division of Extramural Activities

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

This position is within the Division of Extramural Activities (DEA), National Institute of Mental Health (NIMH). The Division provides leadership and advice in (1) 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) leads Grants Management activities including the administration and payment of grants and cooperative agreements, interprets higher-level policies and procedures, advising institute staff of effect and implementation; (5) provides information and guidelines for grant applications; and (6) oversees National Advisory Mental Health Council activities and provides committee management services.

As the Deputy Director of the Division of Extramural Activities, the incumbent has the responsibility for assisting the Director in the scientific and administrative management of the Division; assumes full responsibility for management of the Division in the absence of the Director; in conjunction with the Director determines policy, establishes priorities, and originates and approves plans for the conduct of the Division's extramural programs. The Deputy Director is responsible for developing and implementing extramural procedures and policies for national programs and for the peer and technical review of applications and proposals for support. The Deputy Director is also responsible for managing and overseeing the proper issuance of Notices of Grant Award for the institute's entire grant portfolio.

The major duties of this role include: continuous review and management of the institute's grants program; serves as the institute liaison and representative with the Office of Scientific Integrity, NIH, for issues relating to misconduct-in-science on the part of institute grantees, contractors, or staff; coordination with the extramural program divisions in terms of policy and procedural issues and oversees the implementation of efficient systems and IT solutions to allow effective implementation of policies and procedures; and provides professional guidance and leadership to Branch Chiefs and shares responsibility for the overall direction of the staff to attain the most effective and efficient operation of the Division. The responsibilities of this position have a direct effect on the direction and conduct of major national programs. The Deputy Division Director delegates wide responsibility for the day-to-day management of the Division and for policy decisions.

#### Qualifications

Applicants must be U.S. citizens with a Ph.D. or equivalent degree from an accredited college or university. This position requires working both independently and collaboratively. Strong organizational, oral, written and communication skills are also required. Salary will be commensurate with the experience of the candidate. A full package of federal Civil Service benefits is available, including retirement, health and life insurance, long-term care insurance, leave, and a Thrift Saving Plan (401K equivalent). The successful candidate is subject to a background investigation and public financial disclosure requirements.

#### How to Apply

The vacancy announcements will be posted on NIMH's career page at [www.nimh.nih.gov/careers](http://www.nimh.nih.gov/careers), as well as in various journals and listservs. If you would like to be notified when the announcement is live, please send your Letter of Interest and Curriculum Vitae to [NIMHsearch@mail.nih.gov](mailto: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.

[www.nimh.nih.gov/careers](http://www.nimh.nih.gov/careers)



**NIH** National Institute  
of Mental Health