The National Institute of Diabetes & Digestive & Kidney Diseases (NIDDK), at the National Institutes of Health (NIH) is seeking an exceptional Science Administrator to serve as the Director, Division of Extramural Activities. The Division of Extramural Activities (DEA) coordinates and oversees the receipt, referral, and scientific review of extramural research grants before they are funded, and the processing/management of awards for research project grants, program project and center grants, research training and development grants, cooperative agreements, and contracts. These awards are at institutions across the U.S. and internationally. The Director, DEA is a principal advisor to the NIDDK Director on the Institute’s extramural scientific programs. Specifically the incumbent is responsible for responding to issues that affect the development, implementation, management, and review of NIDDK’s extramural scientific programs and activities; to provide executive and managerial leadership in setting scientific priorities, making program decisions, and developing science policy for the NIDDK; to participate in program planning and policy development with domestic and international government, non-governmental agencies and institutions, state and local governments and universities; to represents the Institute on NIH management committees; to serve as Executive Secretary of the NIDDK Council and coordinates Council meetings and activities; to interact with leading members of the extramural scientific community, professional societies, and advocacy groups on behalf of the NIDDK and NIH and for providing advice on Congressional inquiries pertaining to the mission of the Division; and to assumes responsibility for execution of special assignments on behalf of the NIDDK Director and Deputy Director. The Director, DEA oversees the work of the Office of Grants Management, Office of Scientific Review, Committee Management Office, and the Office of Research Evaluation and Operations.

**QUALIFICATIONS REQUIRED:**
Candidates should possess a doctoral degree or equivalent training, and substantial leadership experience in managing basic, translational and/or clinical research programs.

**SALARY/BENEFITS:**
The salary for this position is commensurate with qualifications and professional experience. A full Civil Service benefits package is available, which includes Retirement, Thrift Savings Plan participation (401K equivalent), Health, Life and Long-Term Care insurance.

**HOW TO APPLY:**
NIDDK will be accepting applications from April 15, 2018 to May 15, 2018. Please submit CV and cover letter, that addresses vision and qualifications, to Camila Torrella (torrellacm@mail.nih.gov). For any questions about the position or the application process, please contact Camila Torrella (torrellacm@mail.nih.gov or 301-594-7772).

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