

# Vacancy Announcement

Department of Health and Human Services (DHHS)  
National Institutes of Health (NIH)

Director, Office of Research Administration

National Institute of Biomedical Imaging and Bioengineering

Summary: The National Institutes of Health ([NIH](#)), the premier biomedical research institution, is seeking exceptional candidates for the exciting Science Program Leader position of Director, Office of Research Administration (ORA), National Institute of Biomedical Imaging and Bioengineering ([NIBIB](#)). The NIBIB conducts national and international programs in the development and application of medical technologies through research, training, and health information dissemination. The NIBIB supports these activities in hundreds of extramural laboratories and clinics throughout the United States and in the NIBIB's intramural facilities in Bethesda, Maryland.

The Director, ORA provides leadership in the development and implementation of extramural research policies, guidelines, regulations, and procedures; directs interactions with associated professional, academic, and voluntary organizations; formulates policies and provides scientific program planning and evaluation for the Institute; and ensures that results of supported research are appropriately evaluated and transferred to other scientists, engineers, other medical professionals, and the public. The Director, ORA, also serves as Associate Director for Research Administration reporting to the Institute Director on activities related to the administration of extramural research, in the development and execution of policies, and in the allocation of resources to carry out these policies. The Director, ORA oversees grants management activities of the Institute, is the primary extramural policy advisor for the Institute, and is its Research Integrity Officer and Appeals Officer. Other major roles are Executive Secretary of the Institute's Advisory Council and the Institute's representative to EPMC.

In conjunction with the Associate Director of Extramural Science Programs, the Director, ORA recommends Institute funding plans, as well as priorities for various extramural programs. The position advises staff about regulatory and legislative developments affecting research grant administration and assures compliance with relevant regulations and policies. The Director, ORA represents the Institute at the meetings dealing with grant policies, programs, and procedures. The position provides direct oversight to the Office of Extramural Policy and the Office of Grants Management. Additional information can be found at: [nibib.nih.gov/research-funding](http://nibib.nih.gov/research-funding).

To carry out its mission, the NIBIB has a staff of approximately 139 employees and an annual budget of approximately \$440,625,000.

**REQUIRED QUALIFICATIONS:** Preferred candidates will have an M.D., and/or Ph.D. or equivalent doctoral degree in engineering or imaging, physical or biomedical sciences, with broad senior-level research experience and direct experience in the administration of a research program. Applicants should be known and respected within their profession; both nationally and internationally, as a distinguished individual of outstanding scientific competence and administrative capability. Candidates should have demonstrated leadership; serving as a spokesperson; planning, program assessment, and analysis of program objectives; resolution of operational problems and issues; and the ability to manage financial and human resources including building, motivating, and maintaining staff.

Appointees may be a US citizen, Legal Permanent Resident or non-US citizen who are eligible for a valid work authorization.

This position is subject to a background investigation.

### **Benefits**

The Director, Office of Research Administration, NIBIB will be appointed to a salary commensurate with the selectee's experience and qualifications and NIH Salary guidelines. Full Federal benefits will be provided, including retirement, health and life insurance, leave, and a savings plan (401(k) equivalent). A recruitment or relocation incentive may be available, and relocation expenses may be offered based on eligibility.

Please read the following guidance on [Selective Service](#) requirements.

### **Equal Employment Opportunity**

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity) national origin, political affiliation, sexual orientation, marital status, disability genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factors. [Equal Employment Opportunity \(EEO\) for federal employees & job applicants.](#)

### **Standards of Conduct/Financial Disclosure:**

If selected, you will be required to complete a Confidential Financial Disclosure Report, OGE Form 450 to determine if a conflict or an appearance of a conflict exists between your financial interest and your prospective position with the agency.

### **Foreign Education**

Applicants who have completed part or all of their education outside of the U.S. must have their foreign education evaluated by an accredited organization to ensure that the

foreign education is equivalent to education received in accredited educational institutions in the U.S. **We will only accept the completed foreign education evaluation.** For more information on Foreign Education verification, visit the [National Association of Credential Evaluation Services \(NACES\)](#) website. **Verification must be received prior to the effective date of the appointment.**

**ADDITIONAL INFORMATION:** HHS has a critical preparedness and response mission: HHS protects the American people from health threats, researches emerging diseases, and mobilizes public health programs with domestic and international partners. In support of this mission, HHS offers its employees the opportunity to volunteer to become Federal Civilian Detailees and contribute their unique skills through voluntary temporary assignments to humanitarian emergencies or Departmental priorities countering new and emerging health, safety, and security threats.

### **Reasonable Accommodation**

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

### **How to Apply**

**You are required to note the position you are applying for in the subject line of your application package email. If this is not annotated, your application will not be considered.**

Applicants must submit a 1) current curriculum vitae, 2) bibliography (if not included in your curriculum vitae), 3) a supplemental narrative statement (no more than four pages) that addresses their vision for the position, their qualifications and interest in the position, and include a description of mentoring and outreach activities in which they have been involved, 4) a photocopy of their doctoral degree, and 5) acknowledgement of U.S. Citizenship on the CV or within the body of their application package email.

Email your complete package to Ms. Lynn Hellinger at [nibib-recruitment@mail.nih.gov](mailto:nibib-recruitment@mail.nih.gov) by the closing date noted below. Questions may be directed to Ms. Hellinger by calling 301-802-0168. Applicants are encouraged to browse the NIBIB home page: <http://www.nibib.nih.gov/>

All information provided by applicants will remain confidential and will be reviewed only by officials authorized by NIH.

**DO NOT INCLUDE YOUR BIRTH DATE OR SOCIAL SECURITY NUMBER (SSN) ON APPLICATION MATERIALS.**

**APPLICATIONS MUST BE RECEIVED BY 11.59 P.M. (ET) JULY 15, 2026**

***DHHS, NIH, AND NIBIB ARE EQUAL OPPORTUNITY EMPLOYERS***

- Visit [NIH Equal Employment Opportunity](#) site for more information.

**Last updated: June 15, 2026**