June 20, 2014

Dear Colleague,

The National Institutes of Health is conducting an extensive search for individuals who are exceptionally well qualified to fill the position of Director, National Institute on Minority Health and Health Disparities (NIMHD). The appointed individual will provide national leadership in improving minority health and eliminating health disparities through planning, reviewing, coordinating, and evaluating all minority health and health disparities research and activities of the NIH. Attached is a copy of the announcement that describes the qualification requirements and application procedures for this position.

As you all know from your own work in minority health and health disparities, this position is one of the most important positions there is for advancing health equity and strengthening the diversity of the biomedical and behavioral research workforce. It has been a real pleasure in working with you all on the scientific planning committee for the International Symposium on Minority Health and Health Disparities and I have observed the breadth and depth of the research landscape that you and your colleagues represent. Because of your deep and nuanced perspectives in this area, on behalf of the Search Committee, I humbly ask that you identify individuals whom you think would be outstanding candidates for the Director of NIMHD. Please send the names (and contact information) of these individuals to Ms. Lynnita Jacobs via email at: jacobsl@od.nih.gov, or telephone (301) 402-4077.

Please note that applications must be received by September 15, 2014. Your timely suggestions of outstanding candidates for this role within the next month would be greatly appreciated.

Sincerely yours,

Chau Trinh-Shevrin, DrPH
Associate Professor, Population Health
Director, Section for Health Equity
Department of Population Health
NYU School of Medicine
Vacancy Announcement
Director, National Institute on Minority Health and Health Disparities
National Institutes of Health

THE POSITION: The National Institutes of Health is seeking a first-rate scientific leader for the position of Director, National Institute on Minority Health and Health Disparities (NIMHD). The incumbent will have superb research credentials in minority health and health disparities in order to engage the community in fulfilling a new vision for NIMHD. He/she provides leadership and direction to the Institute and advises the NIH Director and Institute and Center (IC) Directors on the development of NIH-wide policy issues related to minority health disparities research, research on other health disparities, and related research training and serves as principal liaison with other agencies of the DHHS and Federal Government. The mission of the NIMHD is to lead scientific research to improve minority health and eliminate health disparities, to accomplish this, the Director will work collaboratively with his/her peers to develop, articulate, and implement a shared vision for minority health research. The NIMHD Director also plans, reviews, coordinates, and evaluates all minority health and health disparities research and activities of the National Institutes of Health (NIH); conducts and supports research in minority health and health disparities; promotes and supports the training of a diverse research workforce; translates and disseminates research information; and fosters innovative collaborations and partnerships. To carry out its mission, the NIMHD has a staff of approximately 56 employees and an annual budget of approximately $200 million.

LOCATION: Bethesda, Maryland

REQUIRED QUALIFICATIONS: The NIMHD seeks candidates who have a commitment to scientific excellence and the energy, enthusiasm, and innovative thinking necessary to lead a dynamic and diverse organization. Applicants must possess an M.D. and/or Ph.D., or equivalent doctoral degree in the biomedical sciences and have senior-level research experience and knowledge of research programs in minority health and health disparities. In addition to senior-level research experience, applicants must have senior-level administrative and interpersonal skills to meet the demands of leading a complex organization. Applicants should have demonstrated leadership in collaborating and dealing with different stakeholder groups within the research community, planning and assessing programs, developing plans to resolve operational problems and issues, and managing financial and human resources. Applicants must also have experience serving as a spokesperson; addressing Congress, the press, scientific organizations, and advocacy and community groups. Applicants should be known and respected within their profession, both nationally and internationally, and as individuals of outstanding scientific competence.

SALARY/BENEFITS: The Director, NIMHD, will be appointed at a salary commensurate with his/her qualifications and experience. Full Federal benefits, including leave, health and life insurance, retirement and savings plan (401K equivalent) will be provided. This position is subject to public financial disclosure requirements.

STANDARDS OF CONDUCT/FINANCIAL DISCLOSURE: The National Institutes of Health inspires public confidence in our science by maintaining high ethical principles. NIH employees are subject to Federal government-wide regulations and statutes as well as agency-specific regulations described at http://ethics.od.nih.gov/default.htm. We encourage you to review this information. The position is subject to a background investigation and requires the incumbent to complete a public financial disclosure report prior to the effective date of the appointment.
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.

REASONABLE ACCOMMODATION: NIH provides reasonable accommodations to applicants with disabilities. If you require reasonable accommodation during any part of the application and hiring process, please notify us. The decision on granting reasonable accommodation will be made on a case-by-case basis.

EQUAL OPPORTUNITY EMPLOYMENT: Selection for this position will be based solely on merit, with no discrimination for non-merit reasons such as race, color, religion, gender, sexual orientation, national origin, political affiliation, marital status, disability, age, or membership or non-membership in an employee organization. The NIH encourages the application and nomination of qualified women, minorities, and individuals with disabilities.

HOW TO APPLY: Applicants must submit a current curriculum vitae, bibliography, copy of doctoral degree, and the full contact details of three to five references to: Lynnita Jacobs at SeniorRe@od.Nih.gov (301-402-4077). In addition, applicants are asked to prepare two statements, a vision statement and a statement that addresses the specific qualification requirements (please limit both statements to 2 pages each). All information provided by applicants will remain confidential and will be reviewed only by authorized officials of NIH.

APPICATIONS MUST BE RECEIVED BY Monday, September 15, 2014 at 11:59 p.m., EST

NIH, DHHS, AND DHHS ARE EQUAL OPPORTUNITY EMPLOYERS