



**Department of Health and Human Services
National Institutes of Health
Announces a Senior Executive Service Vacancy**



**SELECTEE, IF NOT CURRENTLY SES, MUST SERVE
A ONE YEAR PROBATIONARY PERIOD**

Announcement No.: NIH-CC-SES-24-12432425

Opening Date: Friday, June 14, 2024

Closing Date: Thursday, June 27, 2024

Position: Health Systems Administrator, ES-670

Organization: Department of Health and Human Services (DHHS)
National Institutes of Health (NIH)
Clinical Center (CC)

Location: Bethesda, Maryland

Salary Range: \$147,649 - \$221,900
(Relocation expenses may be authorized subject to individual approval.)

Who May Be Considered: Applications will be accepted from all qualified Individuals. Current SES employees, individuals with SES reinstatement eligibility, and SES Candidate Development Program graduates need to apply to be considered for this position. Applications will be accepted from U.S. Citizens and Non-Citizens as allowed by appropriations and statute.

Applications are not being accepted through the Apply Online button.
Please refer to the How to Apply Section for submission instructions.

Are you a senior administrative professional interested in a career with the Nation's premier biomedical research center? Do you want to make a difference in this country's healthcare? Do you have what it takes to run the administrative functions of one of the National Institutes of Health's Institutes? Do you want to perform challenging work in a collegial environment, while enjoying quality of work/life flexibilities and a competitive compensation package?

Who we are, what we do, and why it matters. The National Institutes of Health (NIH) is the premier biomedical research center for the Nation and the world. The NIH is composed of [27 Institutes and Centers](#) and employs approximately 18,000 staff in a vast array of professions, all supporting research efforts for a healthier nation. For more information on the NIH mission, goals, and Institutes and Centers, please visit [NIH Overview](#). To learn more about working at NIH, visit [Life at NIH](#).

Job Summary:

The Clinical Center (CC), in the National Institutes of Health, is seeking exceptional candidates for the position of Health Systems Administrator. This is a career Federal position in the Senior Executive Service. See "Duties" section for a list of the major responsibilities.

As part of the SES at NIH, you will be among a group of highly skilled executives, contributing to one of the most important missions in the Federal government: to enhance health, lengthen life, and reduce illness and disability.

APPLICATIONS MUST BE RECEIVED ELECTRONICALLY BY THE CLOSING DATE (11:59 P.M. ET).

Duties and Responsibilities:

- Provides leadership, vision, and direction in the administrative operation of the nation's largest hospital devoted to clinical research. The NIH Clinical Center (CC) Health Systems Administrator functions as the primary advisor to the CC Chief Executive Officer, Chief Operating Officer, and other senior staff of the CC on administrative, human resources and workforce management, and planning, formulation, execution, and evaluation of the CC programs.
- Oversees administrative management activities of the CC by providing staff support and services to all CC departments in the areas of general administrative support, patient and clinical support, personnel operations, budget planning and monitoring, acquisitions management, and facilities/space management.
- Supervises the day-to-day operations of the CC Office of Workforce Management and Development, Office of Administrative Management, Hospitality Services Department, Office of Administrative Support, Nutrition Department, Hospital Engineering and Facility Services, Materials Management and Environmental Services Department, Patient Support Services Department, Scientific Diversity Advisor, Social Work Department and Spiritual Care Department.
- Advises the Chief Executive Officer and other senior Center staff on the progress of DEIA initiatives and resolves administrative problems associated with the conduct of the Center's DEIA programs.
- The position is responsible for an annual budget of over \$74 million and over 700 assigned CC personnel (244 FTEs, 369 contractors, 8 PHS Commissioned Officers, 79 volunteers).

Qualifications:

BASIC QUALIFICATIONS:

The CC seeks candidates who have a commitment to excellence and the energy, enthusiasm, and innovative thinking necessary to lead a dynamic and diverse organization. All competitive candidates for SES positions with the Federal Government must demonstrate leadership experience indicative of senior executive-level management capability. Applicants for this position **must possess a positive education or work experience** to meet the requirements for the GS-670 series as defined by the [Health System Administration Series 0670](#). You must demonstrate this education and/or experience within your five (5) page resume and that you possess the Professional/Technical Qualifications (PTQs) listed below. It is recommended that your resume emphasize levels of responsibility, scope and complexity of programs managed, and program accomplishments and results.

EXECUTIVE CORE QUALIFICATIONS (ECQs) (Mandatory for Selectee):

If selected, you **MUST** submit a narrative statement in response to each of the Executive Core Qualifications (ECQs) listed below.

It is STRONGLY recommended that you visit the following Office of Personnel Management (OPM) webpage for more information regarding the Fundamental Competencies and how to write your ECQs.

<https://www.opm.gov/policy-data-oversight/senior-executive-service/executive-core-qualifications/#url=Overview>

Candidates must possess experience at the senior level (GS-14/15 level or equivalent) in the following job-specific Professional/Technical Qualifications (PTQs).

PROFESSIONAL/TECHNICAL QUALIFICATIONS (PTQs) (Mandatory):

Your responses to the below PTQs must be incorporated into your 5-page resume. It is recommended that the corresponding PTQs be annotated in parentheses within your resume. **Separate PTQ narratives will not be accepted or considered.**

1. Demonstrated senior level experience of broad public policy in the fields of healthcare system and be able to relate developments within the biomedical research community to policy issues, strategic planning, human capital, budget planning and execution, workforce development, hospital engineering and facility management.
2. Demonstrated senior level experience in providing effective leadership in developing and implementing organization missions for an academic medical center or biomedical research organization.

3. Demonstrated comprehensive experience communicating effectively, both orally and in writing, on complex healthcare and technical issues to clearly and succinctly represent the position of diverse groups involved in the healthcare delivery support and administrative process.
4. Senior-level experience which demonstrates a commitment to building strong working relationships that advance diversity, equity, inclusion, and accessibility.

Political, Schedule C, Non-career SES Appointee*: In the last five years, based on the closing date of this announcement, have you served or are you currently serving as an Executive Branch political, Schedule C, or Non-career SES appointee? You can find out if you have held one of these appointment types by looking at your Standard Form 50s in your Electronic Official Personnel Folder (eOPF), in Section 5, where the legal authorities are listed.

(Please confirm whether or not you have this experience within your 5-page resume)

- A political appointee is an appointment made by the President without confirmation by the Senate (5 CFR 213.3102(c)) OR an assistant position to a top-level federal official if filled by a person designated by the President as a White House Fellow (5 CFR 213.3102(z)).
- A Schedule C appointee occupies a position excepted from the competitive service by the President, or by the Director of OPM, because of the confidential or policy-determining nature of the position duties (5 CFR 213.3301 and 5 CFR 213.3302).
- A Non-career SES appointee is approved by the White House and serves at the pleasure of the appointing official without time limitations (5 CFR 317 Subpart F).

Evaluation:

We use a multi-step process to evaluate and refer applicants:

1. **Minimum requirements:** Your application must show that you meet all requirements, including the education and/or experience required for this position. You may be found 'not qualified' if you do not possess the minimum competencies required for the position. If your application is incomplete, we may rate you as ineligible.
2. **Rating:** A panel of Senior Executives will review your application and evaluate your qualifications for this position based on the information in your application. Your application will be rated, based on the extent and quality of your experience, education, and training relevant to the duties of this position. Interviews will be at the discretion of the panel and/or selection official.
3. **Referral:** If you are among the top qualified candidates, your application will be referred to a selection official for consideration and possible interview.

Benefits:

We offer a workplace that is respectful, fair, and values diversity. Our comprehensive benefits are very generous - helping you to reach your personal goals by supporting your professional growth, health, well-being, and your family needs. Our benefits package includes:

- Challenging work, opportunities for advancement, competitive salaries, bonuses, and incentive awards;
- Eleven (11) paid holidays, thirteen (13) days of sick leave, and Senior Executive Service appointees receive eight (8) hours of annual leave per pay period;
- Access to comprehensive health, vision, dental, and life insurance programs that may be continued after you retire;
- A wide choice of health insurance plans coverage for pre-existing conditions and no waiting periods. We pay a substantial amount (up to 75%) of the health insurance premiums;
- A three-part retirement program that includes a lifetime annuity, a 401(k) type plan with employer-matching contributions, and a Social Security benefit;
- Flexible spending accounts for health care and dependent care, employee assistance programs, flexible work schedules, telework, public transportation subsidies, and tuition assistance.

The following links will navigate you to the Federal government's generous benefit packages such as annual, sick and holiday leave, health insurance, and a Thrift Savings Plan with matching contributions. For more information, check out [New Employee Benefits](#) and OPM's website for [Employee Benefits](#).

Education:

This position has an education requirement. You are **strongly encouraged to submit copies of transcripts** or a list of your courses including titles, credit hours completed, and grades. **Unofficial transcripts will be accepted at the time of application.** Official transcripts will be required after tentative selection and **prior** to issuing an official job offer. [Click here for information on Foreign Education.](#)

Other Information:

HHS 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.

NIH is located in Bethesda, MD; our campus is adjacent to downtown Bethesda, MD, at the Medical Center Metro station, and close to shops, walking trails, and restaurants.

Travel and Transportation expenses may be authorized in accordance with applicable Federal Travel Regulations governing the relocation of current Federal employees and new appointees.

A one-year probationary period must be served by the individual selected if not currently or previously in the career Senior Executive Service.

All Clinical Center employees must receive a physical from the Occupational Medical Services before their start date.

Additional selections may be made for similar positions across the DHHS within the local commuting area(s) of the location identified in this announcement. By applying, you agree to have your application shared with interested selecting official(s) at DHHS. However, applicants are strongly encouraged to apply directly to the vacancy of interest and not rely on this possibility as a means of securing employment.

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 the [NIH Ethics website](#). We encourage you to review this information. **This position requires the incumbent to complete a public financial disclosure report prior to the effective date of the appointment.**

Financial Suitability: It is the policy of the government not to deny employment simply because an individual has been unemployed or has had financial difficulties that have arisen through no fault of the individual. Information about an individual's employment experience will be used only to determine the person's qualifications and to assess his or her relative level of knowledge, skills, and abilities. Although an individual's personal conduct may be relevant in any employment decision, including conduct during periods of unemployment or evidence of dishonesty in handling financial matters, financial difficulty that has arisen through no fault of the individual will generally not itself be the basis of an unfavorable suitability or fitness determination.

Equal Opportunity Employment: Equality is held as one of the most important values here at NIH. Selection for this and any other position will be based solely on merit. NIH does not discriminate on the basis of race, color, religion, sex, national origin, politics, marital status, sexual orientation, physical or mental disability, age or membership or non-membership in an employee organization.

If you are a hearing-impaired individual seeking assistance with the application process, you may contact the Human Resources Specialist listed in this announcement by phoning a relay operator at 711. For additional information see [Maryland Relay](#).

Reasonable Accommodation Policy Statement: Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the

application and hiring process should contact the hiring agency directly, by emailing: edi.ra@mail.nih.gov. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

How to Apply:

Applicants must submit application materials ELECTRONICALLY by the Closing Date (11:59 PM E.T.) of the announcement to the following email address: seniorre@od.nih.gov

Please read through the below and submit the **REQUIRED DOCUMENTS** with your application package:

RESUME: Five (5) page resume that contains your full name and contact information. Your resume should not exceed the five (5) page limit. Your application must describe your job-related qualifications pertinent to this position along with the dates (month/year) you performed these duties and job titles (include series and grade if Federal job). The announcement number must be entered on the first page of your application.

Separate PTQ narratives will not be accepted or considered. It is recommended that the corresponding PTQs be annotated in parenthesis within your five (5) page resume.

In addition to your five (5) page resume, you must include **a one (1) page narrative statement** indicating how you have promoted equity, diversity, inclusion, and accessibility and describe your mentoring and outreach activities, especially those involving women, persons with disabilities, and persons from racial/ethnic or other underrepresented groups.

Transcripts: You are **strongly encouraged to submit copies of transcripts** or a list of your courses including titles, credit hours completed, and grades. **Unofficial transcripts will be accepted at the time of application.** Official transcripts will be required after tentative selection and **prior** to issuing an official job offer.

Document Formatting: It is advised that the documents you submit use a 12-point font with 1-inch margins, single-spaced. All documents (including the SF-50) should be submitted as PDF.

Current civil service employees must submit a copy of their **most recent (current calendar year) Notification of Personnel Action (SF-50) showing their position, title, series, grade, current salary, and eligibility.**

Current SES employees must submit a copy of your appointment SF-50 **and** your most recent **(current calendar year) SF-50 showing your position, title, series, grade, current salary, and eligibility.**

Former SES employees with reinstatement eligibility must submit a copy of your last **Notification of Personnel Action (SF-50), which clearly shows your position, title, series, grade, and eligibility.**

SES Candidate Development Program Graduates whose ECQs have been approved by OPM, submit your certificate/documentation indicating OPM approval within your application package.

NOTES: Do not include your date of birth or Social Security Number on your application materials. Please do not submit unsolicited material such as publications, personal endorsements, performance appraisals, award certificates, proof of Veterans' Preference, etc., **as these items will not be included in the rating process and will be discarded.** (Veterans' Preference does not apply to positions in the Senior Executive Service). All application materials are subject to the provisions of the [DHHS Privacy Act](#) and become the property of the Department of Health and Human Services. Any additional information needed will be requested prior to your appointment.

FAXED APPLICATIONS WILL NOT BE ACCEPTED.

This announcement is located on the NIH Home Page under "**Executive Careers.**" Additional information regarding the NIH may be found at the [NIH website](#).

NOTE: Failure to comply with the required application procedures may result in non-consideration of your application.

Contact Information:

Name: Angela Ribeiro-Hasan
Phone: 301-827-8113
Email: angela.hasan@nih.gov

What to Expect Next:

You will receive an email informing you of the receipt of your application. Applicants who are determined to be highly qualified by the Search Committee will be referred to the selecting official for further consideration and possible interview, at which time you will be contacted. All applicants will be notified of the outcome of their applications once a final selection is made.