



National Institutes of Health  
Office of Dietary Supplements

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## Position Title

Health Scientist Administrator, GS-12/13/14

## Overview

Located within the Division of Program Coordination, Planning, and Strategic Initiatives in the Office of the Director, National Institutes of Health (NIH), the Office of Dietary Supplements (ODS) serves as the lead program office focused on advancing and disseminating research on dietary supplements to foster knowledge and optimize health across the lifespan. ODS is seeking an energetic, highly motivated, detail-oriented professional with excellent interpersonal skills to support the development of interdisciplinary, NIH-wide and trans-federal research efforts examining the efficacy, effectiveness, and safety of dietary supplement use for health promotion and disease prevention across the lifespan.

The office's primary objectives are to 1) promote scientific study of the benefits of dietary supplements in maintaining health and preventing chronic disease and other health-related conditions, 2) in collaboration with NIH ICs, identify research gaps regarding dietary supplements that warrant expanded or new support, 3) develop and coordinate innovative, collaborative scientific research initiatives within the NIH to address research gaps on dietary supplements and human health, 4) collect, compile, and promote the results of scientific research relating to dietary supplements, 5) explore the potential role of dietary supplements as a significant part of the efforts of the United States to improve health care, 6) advise the DPCPSI Director, NIH Director, and other key officials on matters related to research on dietary supplements and their potential to augment health across the lifespan.

The incumbent will support the ODS mission and its priorities by supporting the stimulation and coordination of NIH-wide dietary supplement and nutrition funding opportunities, projects, and initiatives. **The ideal candidate should have expertise in nutritional or related sciences, including an understanding of rigorous and novel design and analysis methods for conducting nutrition research.** A major component of the position involves developing and leading collaborations across NIH, HHS, and other federal agencies. Overall, the incumbent will apply their knowledge of nutrition to identify and address research gaps in understanding dietary supplements and human health. The incumbent will also represent NIH as an active participant on interagency and inter-departmental groups focusing on related public health topics.

## Roles and Responsibilities

- Provides advice and consultation to NIH staff on dietary supplements and nutrition research to fulfill the mission of ODS.
- Collaborates with NIH program staff on ODS and other NIH funding opportunities.
- Represents ODS on trans-NIH and interagency committees.
- Effectively communicates ODS interests related to nutrition research through participation in meetings, panel discussions, organized seminars, and other relevant presentations.

## Desired Qualifications

- Ph.D. in nutrition or other fields related to dietary supplement research (e.g., epidemiology, public health, behavioral and social sciences, exercise physiology, pharmacology, biology, chemistry).
- Expertise and experience in nutrition research.
- Experience with collaboration and development of partnerships with internal and external stakeholders and coordination of such partnerships across diverse disciplines is desirable.
- Strong analytical, problem-solving, and organizational skills.
- Excellent written and oral communication skills with demonstrated ability to convey complex information to a variety of audiences.
- Strong interpersonal skills and demonstrated ability to cultivate partnerships and maintain relationships at all levels across an organization to develop and implement program priorities.
- Ability to work independently and as part of a team on multiple time-sensitive projects simultaneously.

NIH encourages the application and nomination of qualified women, minorities, and people with disabilities.

DHHS AND NIH ARE EQUAL OPPORTUNITY EMPLOYERS.

**Please send a letter of interest, CV, and any inquiries related to this recruitment to Dr. Stephanie George, ODS Deputy Director ([stephanie.george@nih.gov](mailto:stephanie.george@nih.gov)). Please note this is not a job announcement, but an indication of interest only. A preview of the announcement will be available April 22-May 22: <https://www.usajobs.gov/GetJob/ViewDetails/786503000>**

