

## Scientific Peer Review Specialist (Contractor) position at the National Institute of Allergy and Infectious Diseases, Rockville, MD

The Scientific Review Program, National Institute of Allergy and Infectious Diseases (NIAID) at the US National Institutes of Health (NIH) is seeking full time, Scientific Peer Review Specialists at the GS-09/GS-11 level to support the scientific peer review activities managed by the Program.

The incumbent serves as a Peer Review Specialist (PRS), responsible for providing scientific and administrative review support to Scientific Review Officers (SROs) for grants applications and contract proposals, as well as in the facilitation of multiple concurrent peer review meetings for such grant applications and contract proposals. As a PRS, the incumbent participates in the planning, implementation, coordination of activities for the peer review of grant applications and contract proposals submitted to the NIH by facilitating scientific review and performing administrative review of NIH grant applications and contract proposals and by coordinating and managing a multitude of non-complex activities in support of peer review meetings being conducted by the Health Scientist Administrators (HSAs)/Scientific Review Officers (SROs) to support NIH's mission of Turning Discovery into Health.

The PRS provides high-level administrative, technical, and programmatic support to branches within the program. On a daily basis, the PRS collaborates and interacts with SRP management, scientific staff, and other PRS staff and is responsible for a wide variety of assignments related to the programs, goals, priorities and commitments of the SRP.

The NIH peer review process is the cornerstone of the NIH extramural research mission and plays a critical role in supporting biomedical research and training activities in universities and research institutions in the United States and around the world.

**Eligibility Requirements:** The position requires a relevant biomedical degree, preferably a MS, or BS with a few years of experience in a lab, medical setting, or scientific administration. The more relevant degrees include medical technology, biomedical health sciences, translational microbiology, immunology, biotechnology, etc. Degrees in public health, psychology, ecology, zoology, etc. do not adequately meet the needs of the program. If the candidate has a BS in Biology, s/he should demonstrate they have taken relevant coursework such as microbiology, immunology, parasitology, virology, and/or genetics to be considered qualified for the position.

No extramural experience is required. Training is provided. In addition, applicants must be a US citizen and pass a public trust background check. You will be asked to submit an official copy of your college transcripts, so please allow for some additional time.

**Location:** The position is located at 5601 Fishers Lane, Rockville, MD 20852 and provides free onsite parking. Twinbrook (Red Line) metro station is within walking distance (0.5 miles).

Join us and be part of the Global Health Mission of the National Institute of Allergy and Infectious Diseases (NIAID) at the US National Institutes of Health (NIH).

You can send your cover letter and/or resume to Dr. Ron Otten: [ron.otten@nih.gov](mailto:ron.otten@nih.gov)