



The Scientific Consulting Group, Inc.

656 Quince Orchard Road, Suite 210
Gaithersburg, MD 20878-1409
Phone: 301-670-4990
Fax: 301-670-3815

Job Ad – Program Analyst, OSC

Consulting firm in Gaithersburg, MD seeks a Program Analyst. Position will be based at our client site in Bethesda, MD.

SCOPE

Under this task order, the contractor will independently provide support services to satisfy the overall operational objectives of the Office of Strategic Coordination. The primary objective is to provide services and deliverables through performance of support services.

TASKS/SERVICES. The contractor shall:

- Serve as the program analyst for select Common Fund programs, typically while the programs are new/emerging. Help IC Program Coordinators to manage a Working Group of NIH-wide programmatic leaders. Organize meetings, set agendas, and track action items. Help establish a budget and help draft detailed implementation plans, which describe the goals and proposed activities of the program over the life cycle of the program. In consultation with the OSC program leaders and IC Program Coordinators, communicate with funded PIs to collect data and monitor the progress of the program. Draft Annual Progress Reports for OD leadership. Participate in or manage sub-committees of the NIH-wide Working Group.
- Work with the OSC Assistant Director to coordinate the functions of the OSC Program Team, including organizing team meetings, producing summaries, creating presentations, managing documents, and following up on action items. Assist Program Team with obtaining approval for travel, training, and conference requests, including grantee meetings.
- Manage the logistics of OSC-sponsored conferences and workshops. Identify potential venues and services required. Write statements of work and manage logistics contractors. Help establish the agenda, communicate with invitees, prepare conference materials, and coordinate all other logistics.
- Provide support to the OSC Program Team during the drafting and approval of Funding Opportunity Announcements.
- Help organize and execute the objective reviews of Other Transaction Agreement (OTA) proposals and other internal application review processes.
- Work with OSC evaluation and programmatic staff to track metrics of Common Fund programs and assist with evaluations and data calls.
- Provide additional management support to the Assistant Director and Program team, including:
 - Coordinate the day-to-day team operations, including, but not limited to problem and conflict resolution, organization and prioritizations of tasks; respond to written communications.
 - Update and maintain staff calendars; ensure that staff have information necessary to attend meetings; coordinate all meeting materials and provide to the staff prior to the meeting.
 - Set up and coordinate remote and live meetings and events for the office; query for attendees' schedules; reserve conference space; ensure that room, WebEx and other communication applications (i.e., Zoom, Skype, Teams), and/or conference line is set up correctly and all materials are available for the meeting; make name badges, sign-in sheets and other ways to account for attendance; take meeting notes and document major meeting findings or actions; provide meeting minutes within one week after the meeting occurs.

- Ensure that team policies and procedures are updated and posted on the intranet.
- Maintain the team shared drive and common team calendars.
- Maintain files according to the OSC internal policies and principles.
- Create spreadsheets, word documents, slides and other documents for the team.
- Ensure successful execution of the contractor's projects and provide updates on project progress to leadership; ensure that projects timelines are tracked to stay on task and reaches their goals and objectives
- Develop detailed project plan(s) and apply project management principles to implement projects.
- Identify issues, concerns and potential risks for leadership that may impact project progress (e.g., missed or delayed deadlines).
- Draft lessons learned reports, as requested, to document successful experience and practice of the project.
- Coordinate with and act as back up to other program specialists and analysts.

DELIVERABLES. Upon request, the contractor shall provide documentation evidence of any and/or all work products, including, but not limited to, the following tasks:

- Work products and documents related to maintaining staff calendars, organizing meetings, setting agendas, producing summaries, creating presentations, managing documents, and tracking action items; researching budget components and helping draft detailed implementation plans, communicating with principal investigators, drafting progress reports, and managing committees of larger Working Groups.
- Work products and documents related to managing the logistics of OSC-sponsored conferences and workshops, identifying potential venues and services required, writing statements of work and managing logistics contractors, helping establish the agenda, communicating with invitees, preparing conference materials, and coordinating all other logistics
- Work products and documents related to preparing documents, including office correspondence, SOPs, the analysis of projects and associated work assignments; project plans and milestones; project deliverables and requirements; weekly accomplishments reports; lessons learned reports.
- Work products and documents related to funding opportunity announcements and assisting with the coordination of peer review or objective review, and tracking and evaluating program outcomes and data.

CERTIFICATIONS, LICENSE, PHYSICAL REQUIREMENTS OR OTHER EXPERTISE REQUIRED. The contractor must have:

- Minimum of five (5) years of related experience.
- PMP desired
- Knowledge of NIH policies, procedures and policies as demonstrated by resume.
- 5+ years experience in managing competing priorities
- 5+ years experience engaging and communicating with multiple stakeholders who may be more senior
- Outcomes oriented, as demonstrated through prior work
- 2+ years experience in critical path analysis
- 5+ years experience in identifying and managing risks
- Expert level proficiency with Microsoft Office Suite (MS Word, Excel, Outlook, PowerPoint and MS Project)
- Strong communications skills, both oral and written, as demonstrated by resume.
- Demonstrated experience in using correct grammar, spelling, punctuation, capitalization and style, based on writing samples.
- Excellent analytical, organizational, interpersonal and time management skills, as evidenced through resume.

Interested candidates should submit a resume and cover letter.

SCG is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.