



# The Scientific Consulting Group, Inc.

656 Quince Orchard Road, Suite 210

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## Job Ad – Public Health Data Analyst @ OAR

Consulting firm in Gaithersburg, MD seeks a Public Health Analyst. Position will be based at our client site in Rockville, MD.

### Background

The NIH Office of AIDS Research (OAR) was created by Congress to oversee, coordinate and manage all NIH HIV-related research. OAR establishes scientific priorities in the global fight against HIV/AIDS and ensures that research dollars are invested in the areas of highest scientific priority. OAR receives the total HIV/AIDS allocation (\$3 B in FY 2019) and distributes funds to the NIH institutes and centers which conduct HIV research directly and also fund research in the US and internationally.

OAR annually solicits comments from scientists, AIDS advocates and other stakeholders to establish scientific priorities and develop its strategic plan. OAR funds research to understand and prevent HIV; to develop treatments and find a cure; and to work on an HIV vaccine. OAR also funds research to treat HIV coinfections and comorbidities. Underpinnings across all the research are supporting basic research; addressing health disparities; understanding how social and behavioral factors affect implementation of scientific interventions; and providing training and capacity building in the field.

OAR represents NIH AIDS research with the scientific community, advocates, people living with HIV, policymakers, grantmakers, media and other stakeholders.

### Scope of Work

This position procures the services of a Public Health Analyst to support the OAR Science Team. The Science Team is led by an OAR Supervisor Health Science Administrator. The analyst will perform a variety of analytical and strategic planning tasks to promote and facilitate activities and effective program planning and coordination in a variety of science areas. This will include tasks, projects, and other activities in support of the Team that may involve the OAR Director and staff, NIH AIDS Representatives and members of the NIH AIDS Executive Committee (NAEC), NIH Director's office, HHS Secretary's office, other HHS agencies such as CDC and HRSA, other USG agencies such as State Department (OGAC, USAID), and key stakeholder and community interests. Working with, and at the direction of the Contracting Officer's Representative (COR) in consultation with Science Team members, the analyst will work to ensure successful maintenance, planning, developing, and implementation of innovative initiatives. Work is non-budgetary in nature.

The contractor will work with the COR, Analytics and Evaluation (A&E) Lead, and other appropriate NIH employees to accomplish work that includes but is not limited to:

#### Task 1: Research analysis and other work. This includes:

- Assist in evaluating scientific concepts, proposals and reports on topic of HIV; make recommendations on the validity, rigor, importance and feasibility of the scientific concepts, proposals and reports.
- Perform data analysis on NIH HIV/AIDS research portfolio
- Assist in surveying the state of the science; identify and assess scientific gaps and opportunities; propose potential projects/initiatives or other means of support; organize workshops to meet the OAR mission to advance targeted areas of HIV and HIV-related research.
- Assist in developing recommendations for new research programs based on examining existing grants,



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contracts, ongoing projects and the scientific literature involving HIV data trends and HIV.

- Prepare reports and other requested documents and products; provide findings, options and recommendations to portfolio issues.

## Deliverables

- Weekly reports on activities.
- Work products and documents related to evaluating scientific concepts, proposals and reports; make recommendations on the validity, rigor, importance and feasibility of various scientific concepts, proposals and reports; survey the state of the science; identify and assess scientific gaps and opportunities; propose potential projects/initiatives; organize workshops.
- Work products and documents related to collaborative research; promote programs and projects; develop recommendations for new research programs; prepare reports and other documents and products; provide findings, options and recommendations to portfolio issues.
- Reports and other requested products are produced by or ahead of deadlines and are in line with the assigned objectives. They are of high quality with no content inaccuracies and minimal editorial errors.
- Products and results include but are not limited to providing findings and options to the Science Team Lead, with recommendations provided being research-based, concise and relevant to the task at hand.
- Routine updates on work and progress to the Science Team Lead as requested.

## Task 2: Coordination and Tracking

- Provide support to OAR staff in their management of portfolios in the related science area.
- Facilitate, plan and organize workshops, meetings, journal papers and other methods of discussion and information dissemination.
- Review NIH research portfolio using data analytics tools. Develop and prepare presentations, reports, correspondence, articles, training and other informational materials.
- As approved by the COR and Contracting Officer, attend conferences and meetings whose agenda includes NIH/OAR-related work and major topic for discussion.
- Prepare reports to analyze and summarize issues, activities, problems and possible solutions pertaining to HIV, and related science areas.

## Deliverables

- Weekly reports on activities.
- Work products and documents related to providing support for management of portfolios in the HIV scientific area; coordinate efforts among OAR and NIH institutes, government agencies and international organizations.
- Work products and documents related to workshops, meetings, journal papers and other methods of discussion and information dissemination; review NIH research portfolio; develop and prepare presentations, reports, correspondence, articles, training and other informational materials.
- Regular reports on tasks at hand and coming up as may be established/requested by the COR.
- Timely analyzed and summarized information on issues, activities, problems and possible solutions.
- Effective and timely communication, work, and work products related to assignments, emerging issues, and all other tasks and/or processes that may affect or otherwise impact the work and planning of HIV.



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## Requirements

- Master's or higher degree in public health, or Bachelor's or higher in data science.

Interested candidates should submit 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.