

**Opportunity Title:** Scientific Program Manager

**Opportunity Reference Code:** 0145-NIAID-2020

**Organization** ORAU

**Reference Code** 0145-NIAID-2020

**Description** ORAU has a contingent job opportunity for a Scientific Program Manager in support of the overall functions of the Viral Pathogenesis Lab (VPL), Vaccine Research Center (VRC) NIAID, located in Bethesda, MD. The positions are contingent on award of an upcoming contract with NIAID Professional, Scientific and Technical Support Services. Salary for positions will be determined based on education and experience. Relocation support is not available for this position.

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**Technical Requirements:**

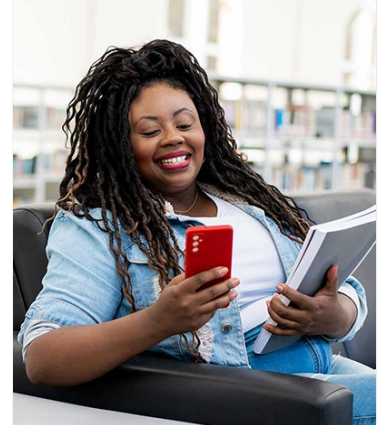
- Coordinate and manage VPL and VRC laboratory EID research activities.
- Manage and keep track of EID research collaborations.
- Draft and facilitate establishment of appropriate research agreements.
- Coordinate EID Meeting agenda and run meetings.
- Review EID vaccine literature and distribute relevant manuscripts.
- Perform administrative duties for EID program as needed, including updating the Annual Reviews on EID projects and organizing VRC speakers for EID presentations.
- Prepare budget proposals for EID research in collaboration with ADMO.
- Liaising between EID laboratory staff and other VRC groups.
- Represent the pre-clinical team in EID Project Team meetings.
- Coordinate tech transfer of vaccine candidates into advanced clinical development.
- Assist in preparation of pre-clinical sections of regulatory documents for GMP products.
- Outline required/IND-enabling pre-clinical mouse experiments.
- Draft/revise background sections for pre-IND, IND, and IB documents.
- Communication with Lay and Scientific Audiences.
- Prepare presentations including information on VRC EID program.
- Assist in preparing, answering, and clearing requests from national and international stakeholders.
- Coordinate with visualization/IT team for making 3D prints of vaccine immunogens and/or other tools for influenza education/outreach.
- Draft and participate in publication of manuscripts.

**Qualifications** *Specific Qualifications:*

- PhD in a related field.



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- The education, skills and relevant years of experience required for each support position are consistent with those identified as the minimum requirements for the labor categories specified in the contract.
- Virology, Immunology, Vaccinology or related scientific background preferred.
- Program/project management experience or training.

**Eligibility  
Requirements**

- **Degree:** Doctoral Degree.
- **Discipline(s):**
  - **Environmental and Marine Sciences** ([1](#) )
  - **Life Health and Medical Sciences** ([45](#) )

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