

# **Advanced Research Projects Agency for Health**

## **Overview:**

ARPA-H (Advanced Research Project Agency for Health) is seeking highly qualified candidates to build out our executive leadership team. ARPA-H is a new agency established with the mission of creating breakthrough solutions to America's most challenging health-related problems. ARPA-H will support high-uncertainty, high-reward programs to solve hard challenges using programmatic approaches that other agencies cannot or do not use. With a scope spanning the molecular to the societal, ARPA-H programs have the potential to radically improve everyone's health. Our streamlined awards process enables us to act quickly and catalyze cutting-edge biomedical and health research. ARPA-H will create an environment to support the best ideas from Program Managers that will bring together dynamic teams to solve the toughest health challenges. Our rigorous program design, competitive project selection process, and active program management ensure thoughtful and impactful expenditures. ARPA-H Program Managers serve for limited terms to ensure a constant infusion of fresh thinking and new perspectives. More information on ARPA-H can be found here: <https://arpa-h.gov/>

## **Chief of Staff (CoS)**

### **Description:**

The ARPA-H Chief of Staff (CoS) will use strong leadership and problem-solving skills to assist with the daily operation of the agency. The CoS will work closely with the ARPA-H Director and members of the executive leadership team to ensure clear communications, action tracking, and delivery of required products in a timely manner. The CoS will collaborate with ARPA-H executive team members to determine and prioritize business strategies, in addition to evaluating and enhancing effectiveness of ARPA-H and its organizational approaches used to accomplish a variety of critical assignments. The CoS will play a lead role in monitoring organizational objectives, as well as challenges, and ensure the ARPA-H Director is well-prepared to make critical decisions regarding the direction of the agency. The CoS will respond to senior-level inquiries and participate in meetings on behalf of the ARPA-H Director. The CoS is expected to consult with senior officials, within and outside of government, to manage the oversight of duties that are subject to continual congressional and media scrutiny. The CoS performs extensive analysis for ARPA-H programs and activities, which have significant agency-wide impact, and provides recommendations and/or decisions resolving employee complaints, grievances, and disciplinary matters. This is a term-limited position with an initial term of four (4) years, which may be extended for one additional term.

**Educational Qualifications and Requirements:**

- Master's degree or a similar combination of education and experience required and no less than 10 years (15 - 20 years preferred) of relevant work experience
- Experience working with the interagency and/or legislative branch of the government
- Experience working in a highly demanding environment such as a start up company or newly established department/business unit
- Exemplifies a commitment to government service and/or interest in furthering science and technology for the sake of the public good.
- Experience in organizing and directing multiple teams and departments.
- Experience in planning and leading strategic initiatives.
- Excellent written and verbal communication skills.

**Apply at [CAREERS@ARPA-H.GOV](mailto:CAREERS@ARPA-H.GOV) Please include subject line: CoS Application**

**At ARPA-H, our customer is the American public, and we seek to build a mission-driven workforce that is as diverse as our customer base. We are building a culture that creates a space for visionary innovators in science, health, and in building a best-in-class ARPA organization. For this position, ARPA-H is able to use special hiring authorities that are legislatively granted that allow for a streamlined hiring and onboarding process.**

**Benefits:** The CoS will be hired at an industry-competitive salary commensurate with the selectee's qualifications and experience and ARPA-H salary guidelines. Full Federal benefits will be provided, including retirement, health and life insurance, leave, and savings plan (401(k) equivalent). Relocation and other incentives may be available.

**Equal Employment Opportunity:** Selection for this position will be based solely on merit, with no discrimination for non-merit reasons such as race, color, religion, gender, sexual orientation, national origin, political affiliation, marital status, disability, age, or membership or non-membership in an employee organization. ARPA-H encourages the application and nomination of qualified women, minorities, and individuals with disabilities.

**Standards of Conduct/Financial Disclosure:** ARPA-H inspires public confidence in our work by maintaining high ethical principles. ARPA-H employees are subject to Federal government-wide regulations and statutes as well as agency-specific regulations described on the NIH Ethics website. We encourage you to review this information. The position requires the incumbent to complete a public financial disclosure report prior to the effective date of the appointment.

**Foreign Education:** Applicants who have completed part or all of their education outside of the U.S. must have their foreign education evaluated by an accredited organization to ensure that the foreign education is equivalent to education received in accredited educational institutions in the United States. We will only accept the completed foreign education evaluation. For more information on foreign education verification, visit the <https://www.naces.org> website. Verification must be received prior to the effective date of the appointment.

**Reasonable Accommodation:** ARPA-H provides reasonable accommodations to applicants with disabilities. If you require reasonable accommodation during any part of the application and hiring process, please notify us. The decision on granting reasonable accommodation will be made on a case-by-case basis.