



# NEW JERSEY DEPARTMENT OF HEALTH NOTICE OF VACANCY

*State of New Jersey*

**The Department of Health has a career opportunity for qualified candidates for the following position:**

Title <b>Research Scientist 2 [Unclassified]</b>			Salary <b>P28 \$85,535.88 - \$121,891.47</b>
Posting Number <b>489-24</b>	Position Number <b>652242</b>	Number of Positions <b>1</b>	Posting Period * From: <b>07/22/2024</b> To: <b>08/05/2024</b>
Location: <b>Office of the Commissioner Office of Research Initiatives New Jersey Commission on Cancer Research</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>
<b>GENERAL DESCRIPTION</b>			
<p>The Research Scientist 2 shall assist the Executive Director with the coordination, planning and implementation of specific research programs that address the statutory requirements, mission, and vision of the Commission on Cancer Research. The position will ensure ongoing communications with the Commission regarding the development of new grant programs as part of the annual cancer research funding cycle timelines and required by its governing statutes to address cancer research.</p> <p>The position shall oversee the Commission to ensure fundamentally sound fiscal management of all cancer research grants. The Research Scientist 2 will be responsible for fiscally managing the grant awards and oning activities and ensure postings of the RFA and Notice of Grant Award (NOGA). The position will work closely with the Peer Review vendor to ensure timely submission of the grant application leaderboards and organize the fiscal planning and implementation of the cancer research grants. The position will work closely with the Program Management Officer (PMO) ensuring all documentation is complete and the grantee has completed all budgetary and fiscal requirements as defined in the NJDOH Grants Management System (SAGE).</p> <p>The Research Scientist shall participate in the review of the Commission leaderboard scores and ranking to ensure budgetary constraints. In addition, the Research Scientist will be required to work within the State's financial system to process payments using various programs such as NJSTART, NJCFS and ReqTrack as well as monitor the Commission's revenue accounts.</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>EDUCATION:</b></p> <p>Graduation from an accredited college or university with a Master's degree in a discipline appropriate to the position.</p> <p><b>EXPERIENCE:</b></p> <p>Three (3) years of full-time experience in a field appropriate to the position.</p> <p><b>NOTE:</b> A Doctorate in a discipline appropriate to the position may be substituted for two (2) years of experience indicated above.</p> <p><b>LICENSE:</b></p> <p>Appointees will be required to possess a valid driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essentials duties of the position.</p>			
<b>IMPORTANT FILING INSTRUCTIONS</b>			



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If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:  
***PSTOC@doh.nj.gov***
- Mail the required documents to:  
**Kevin Jennings, Supervising Mgt. Impr. Specialist  
Management and Administration  
Reference Posting #  
New Jersey Department of Health  
PO Box 360  
Trenton, NJ 08625-0360**

**Required documents:**

- cover letter
- resume
- completed application, found at:  
<http://www.nj.gov/health/forms/dpf-663.pdf>

*\* Responses received after the closing date MAY be considered if the position is not filled.*



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## IMPORTANT NOTES

**State as a Model Employer  
of People with Disabilities  
(SAME) Applicants:**

If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME program, visit their website at:

<https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov) , or call CSC at (833) 691-0404.

**PHEL Candidates:**

If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.

**Direct Client Care:**

If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.

**New Jersey  
First Act:**

In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.

**Resume Note:**

Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

**Authorization to Work:**

Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. The State of New Jersey does **not** provide sponsorships for citizenships to the United States.

Note: Newly hired employees must agree to a thorough background check that will include fingerprinting.

**The New Jersey Department of Health is an Equal Opportunity Employer.**