NSOFT LLC is looking for multiple program and administrative positions for an NIH contract opportunity. Selected candidates are expected to comply with NSOFT rules for professional conduct and standard operating procedures and any applicable agency rule, policies, and training requirements.

*Please note: This posting is to collect, and review resumes for positions that are contingent upon award of the contract and funding from the government. Only serious candidates should apply. Please email resumes and cover letters (optional) to* [*contactnsoftllc@gmail.com*](mailto:contactnsoftllc@gmail.com)*.*

Deputy Program Manager

* Performs assigned roles under the contract and other duties as required as program manager.
* Requires a bachelor’s degree with 4 years relevant experience OR High school diploma with 8 years relevant experience.
* Specific tasks include staffing, budgeting, scheduling, and project management.
* Experience in a scientific research or clinical environment or a Federal agency is preferred.

\*The selected candidate is expected remain in their respective position a minimum of twelve months.

Program Manager

* Serves as point-of-contact with NIH.
* Requires a bachelor’s degree with 5 years relevant experience OR High school diploma with 10 years relevant experience.
* Specific tasks include staffing, budgeting, scheduling, and client interaction.
* Experience in a scientific research or clinical environment or a Federal agency is preferred.

\*The selected candidate is expected remain in their respective position a minimum of twelve months.

\*All candidates must be able to pass background and security requirements.

*The positions below are not all inclusive and NSOFT will consider all qualified applicants. We would like to keep your resume on file, but you are welcome to decline our review or use of your resume at any time. Please email resumes and cover letters (optional) to* [*contactnsoftllc@gmail.com*](mailto:contactnsoftllc@gmail.com)*.*