



TITLE 21 VACANCY ANNOUNCEMENT

**Department of Health and Human Services (HHS)
Food and Drug Administration (FDA)
Center for Devices and Radiological Health (CDRH)
Office of Product Evaluation and Quality (OPEQ)**

Position: Associate Director for Professional Development*

*Multiple selections will be made from this announcement.

Location(s): Silver Spring, Maryland

Travel Requirements: This position requires up to 25% travel.

Application Period: Tuesday November 3, 2020 through Monday November 16, 2020

Salary: Salary is commensurate with education and experience.

Conditions of Employment: United States Citizenship is required.

Special Notes: This position is being filled under an excepted hiring authority, Title 21, Section 3072 of the 21st Century Cures Act. The candidate selected for this position will serve under a career or career-conditional appointment and be paid under the provisions of the authority. [Additional information on 21st Century Cures Act can be found here.](#)

Introduction:

The Food and Drug Administration (FDA or Agency) is the regulatory, scientific, public health and consumer protection agency responsible for ensuring all human and animal drugs, medical devices, cosmetics, foods, food additives, drugs and medicated feeds for food producing animals, tobacco and radiation emitting devices safe, and effective.

The mission of CDRH is to protect and promote the public health by performing essential public health tasks by making sure that medical devices and radiological health products are safe for people in the United States. Within CDRH, the Office of Product Evaluation and Quality (OPEQ) is comprised of nine Offices to include the Offices of Health Technology 1, 2, 3, 4, 5, 6, and 7, the Office of Clinical Evaluation and Analysis, and the Office of Regulatory Programs. OPEQ assures patients have access to high quality, safe and effective products throughout the total product lifecycle. To learn more about the Office of Product Evaluation (OPEQ), please visit our website, at: <https://www.fda.gov/about-fda/cdrh-offices/office-product-evaluation-and-quality>.

Position Summary:

The Associate Director for Professional Development (ADPD) position is located within the above listed Offices in OPEQ and is responsible for overseeing programs that foster the professional development of the multidisciplinary workforce within the Office. The ADPD advises and directs the professional and overall development of all employees in the Office. This includes coaching, mentoring, and assessing professional development needs and analyzing program effectiveness, providing expert advice to higher level management regarding the Office's professional development, and recommending improvements to support employee

development across the Office.

Duties/Responsibilities:

Duties may include but are not limited to:

- Collaborates with the OPEQ Associate Director for Professional Development Program and implements professional development policies, programs, and activities in the Office.
- Provides coaching to support employees on career development and individual development plans.
- Contributes in the development and implementation of Mentor program and mentor recognition.
- Performs strategic planning and program development for new and ongoing professional development initiatives in the Office.
- Works on ad hoc teams to develop programs and policies related to professional development that address emergent issues or plan for innovation in any facet of OPEQ's work.
- Seeks and maintains development opportunities, tools, and resources to support management and employee development.
- Assists with identification of development needs of employees (e.g., scientific, regulatory, administrative, and management skills), researches the most efficient and cost-effective way to address those needs, and leverages internal and external resources to maximize services offered to employees.
- Evaluates the effectiveness of development processes and programs and recommend changes as necessary.
- Compiles and analyzes regular and ad hoc reports to track workforce capability and development needs, such as training and certification, majors and minors, individual development plans, workload, development-related travel, and other employee development data.
- Creates or disseminates marketing and communication materials that increases awareness and use of the Professional Development Program and resources.
- Builds and sustains collaborations with internal and external partners (e.g., industry, academia, student groups).
- Serves as a point of contact for development of training for Office.

Professional Experience/Key Requirements:

To qualify for this position, you must possess technical experience and expertise which includes:

- Performing career coaching, career counseling or career advisement;
- Designing, implementing, and evaluating individual and/or employee development plans;
- Leading and implementing professional development and/or training projects and programs across regulatory, scientific, medical, university or healthcare related organization;
- Conducting development and training needs assessments and identifying efficient and cost-effective ways to address those needs; and
- Engaging and collaborating with multidisciplinary stakeholders.

Desirable Experience:

- Completion of Accredited Coach Training Program (ACTP), Approved Coach Specific

Training Hours (ACSTH), International Coaching Federation certification or equivalent certification.

- Education/curriculum development and instructional design.

Conditions of Employment:

- One-year probationary period may be required.
- Background and/or Security investigation required.
- U.S. citizenship is required.
- All applicants born male, on (or after) 12/31/1959, must be registered with the Selective Service System OR have an approved exemption. Visit www.SSS.gov for more info.
- This position is subject to strict prohibited financial interest regulations which could restrict the type of financial interest (stock holdings) for the employee, the spouse, and minor children of the employee. For additional information on the prohibited financial interests, please visit the FDA Ethics and Integrity Office website at <https://www.fda.gov/about-fda/jobs-and-training-fda/ethics>.

How to Apply:

Submit electronic resume or curriculum vitae and letter of interest to CDRHRecruitment@fda.hhs.gov with **“OPEQ Office Level Professional Development”** in the subject line. Positions are available in the following offices: OCEA, OHT1, 2, 3, 5, 6, 7. If interested in working for a specific OPEQ office as the Associate Director for Professional Development, identify the office in letter of interest. Applications will be accepted through **November 16, 2020**.

Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) for federal employees & job applicants](#)

Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about [disability employment and reasonable accommodations](#) or [how to contact an agency](#).

The Department of Health and Human Services is an equal opportunity employer with a smoke free environment.

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