



Title 21 Vacancy Announcement
Department of Health and Human Services (HHS)
Food and Drug Administration (FDA)
Office of the Commissioner
Office of Digital Transformation
Office of Information Management & Technology

Application Period: November 4, 2021 – November 17, 2021

Area of Consideration: United States Citizenship is required. You must be a U.S. Citizen or U.S. National. Foreign nationals or legal permanent residents are not eligible for consideration.

Position: Director of Technology and Delivery

Series: 2210

Location(s): North Bethesda, MD

Salary: \$199,758

Work Schedule: Full Time

Cures Band(s): Band F

Full Performance Band Level: Band F

Travel Requirements: 25%

Relocation Expenses Reimbursement: None

This position is being filled under a stream-lined 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 this authority.

Additional information on 21st Century Cures Act can be found here:

[**21st Century Cures Act Information**](#)

Introduction

The Food and Drug Administration (FDA) 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 the Office of Digital Transformation (ODT) is to provide high quality, secure, and efficient IT and data solutions that enable the FDA to promote and protect the public health. The Office of Information Technology Management (OIMT) is responsible for enterprise technology and data strategy and operations.

Duties/Responsibilities

- Serve as an advisor to the Chief Technology Officer and senior management officials across FDA
- Develop high-level policies and strategic priorities relevant to the areas within an office
- Provide leadership and oversight to ensure effective monitoring and management of FDA's IT infrastructure, networking, data center, cloud (IaaS, SaaS and Paas) and database systems
- Direct enterprise application services
- Provide direction to the divisions that support end-users and handle escalations, resolving user issues and monitoring performance of business-critical systems to prevent outages and quickly resolve ongoing issues
- Work collaboratively with leaders to build a modern infrastructure and data center services in support of regulatory activities
- Serve as a member of the Senior Leadership Team, providing back-end operations thought leadership spanning the entire enterprise
- Other duties as assigned

Supervisory Responsibilities: Manages a division. Supervise and evaluate technical staff and branch chiefs who serve as experts in their field. Mentor and coach other technical staff. Performs administrative and human resources management functions relative to the staff supervised. This position exercises delegated managerial authority to set a series of long-range work plans, goals, and broadly defined missions of the Agency.

Conditions of Employment

- U.S. Citizenship requirement or proof of being a U.S. National must be met by closing date.
- Employment is subject to the successful completion of a background investigation, verification of qualifications, completion of onboarding forms, submission of required documents, and any other job-related requirement before or after appointment.
- Applicants must meet all qualification requirements by the closing date of this announcement.
- Direct Deposit: You will be required to have all federal salary payments electronically deposited into a bank account with a financial institution of your choice.
- FDA participates in e-Verify: All new hires must complete the I-9 form; this information will be processed through e-Verify to determine your employment eligibility. If a discrepancy arises, you must take affirmative steps to resolve the matter.
- Males born after December 31, 1959 must be registered with the Selective Service.
- One year supervisory probationary period may be required.
- Financial Disclosure may be required.
- Ethics Clearance may be required.
- Background Investigation/Security Clearance is required. All employees must pass a security investigation. Failing to pass the background check may be grounds for removal or legal action. If hired, you may be subject to additional investigations at a later time. Top Secret Security Clearance is required for this position.

- A Statement of Understanding is required to be signed by the selected candidate indicating they understand the terms and conditions of this appointment.

Qualifications

To be placed into a Cures position, candidates must meet the following criteria:

1. Scientific, Technical, and Professional Fields
2. Qualified and Outstanding Candidates
 - a. **Qualified** applies to all candidates for Cures appointments. The FDA OTS will use the basic requirements defined in the [OPM Qualification Standards](#) as a baseline for comparing experience levels and other candidate attributes for relevant positions.
 - b. **Outstanding** candidates can be defined by existing outstanding work experience, outstanding performance rating, or both.

In order to qualify for this Title 21 Cures position, the candidate(s) must meet the following **required** qualifications. *Please note: Additional education and experience listed that is not indicated as required is preferable and desired. Candidates who do not meet the “desired” criteria will not be excluded from consideration for this position.*

Education Requirement: Degree in computer science, engineering, information science, information systems management, mathematics, operations research, statistics, or technology management or degree that provided a minimum of 24 semester hours in one or more of the fields identified above and required the development or adaptation of applications, systems or networks.

OR

Experience in Information Technology demonstrated by paid or unpaid experience and/or completion of specific of intensive training (for example, IT certification) as appropriate.

Desired Education: There is no desired education for this position.

Professional Experience: Incumbent must have one year of specialized experience providing executive level leadership to technical staff; advising senior leadership; overseeing business operations; utilizing technical expertise to establish information technology based policy guidance; and managing or implementing budget strategies to meet program priorities.

Desired Professional Experience:

- Supervise subordinate employees performing the work and functions of the organization
- Knowledge of business operations to support pre-market and post-market regulatory activities
- Expert skill in communicating at senior levels within a customer organization and meeting with stakeholders to formulate, review and execute task plans and deliverable items
- Demonstrated experience leading infrastructure, data center and cloud operations and establishing customer experience standards
- Utilize financial information technology tools to participate in high level budget planning, manage expenses and reduce waste

Education

Education

SUBMITTING YOUR TRANSCRIPTS: Positions which are scientific or technical in nature often have very specific educational requirements. A transcript is required to verify educational achievement. Pay careful attention to the Qualifications and Education sections to identify vacancies where a transcript is required. Even if you hold a similar position or are a current FDA employee, you are not exempt from transcript requirements.

FOREIGN EDUCATION: If you are using education completed in foreign colleges or universities to meet the qualification requirements, you must show that the education credentials have been evaluated by a private organization that specializes in interpretation of foreign education programs and such education has been deemed equivalent to that gained in an accredited U.S. education program; or full credit has been given for the courses at a U.S. accredited college or university. For more information about this requirement, please visit the [U.S. Department of Education website for Foreign Education Evaluation](#).

Security Clearance Requirements

Background Investigation/Security Clearance Requirements: Critical Sensitive

This position requires a Top Secret security clearance and the incumbent has access to documents and facilities related to national security. Drug usage could impair the reliability, stability, and judgment of the incumbent which could undermine public confidence in the agency. Drug dependency would create the possibility of coercion and irresponsible actions leading to the disclosure of highly sensitive, top secret information. Therefore, this is a Testing Designated Position, and the incumbent is subject to testing for drug usage in accordance with the HHS plan for a Drug Free Workplace.

Ethics Clearance Requirements

This position may require financial disclosure reporting and will be subject to FDA's prohibited financial interest regulation. If you are hired, you may be required to divest of certain financial interests. You are advised to seek additional information on this requirement from the hiring official before accepting any job offers. For more information please visit the FDA Ethics web page: <https://www.fda.gov/about-fda/jobs-and-training-fda/ethics>.

Equal Employment Opportunity

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

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](#).

E-Verify

The Food and Drug Administration participates in the USCIS Electronic Employment Eligibility Verification Program (E-Verify). E-Verify helps employers determine employment eligibility of new hires and the validity of their Social Security numbers.

How to Apply

How to Apply: Submit resume and supporting documents (i.e. cover letter, unofficial transcripts) by 11:59 pm EST on November 17, 2021 to: nakia.stewart@fda.hhs.gov. Candidate resumes may be shared with hiring official within the Officer of the Commissioner/ Office of Information Management & Technology with a similar job vacancy. Candidates can opt out of this process by annotating resume with “do not share”.

Announcement Contact

For questions please contact Nakia Stewart at 240-401-4889.

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

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