



**Title 21 Vacancy Announcement**  
**Department of Health and Human Services (HHS)**  
**Food and Drug Administration (FDA)**  
**Office of the Commissioner**  
**Office of Policy, Legislation and International Affairs**  
**Office of Global Policy and Strategy**

**Application Period:** November 17, 2021 – December 01, 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:** Deputy Director

**Series:** 0685

**Location(s):** Location Negotiable Upon Selection

**Salary:** Starting at \$199,213

**Work Schedule:** Full Time

**Cures Band(s):** Band G

**Full Performance Band Level:** Band G

**Travel Requirements:** 25%

**Relocation Expenses Reimbursement:** You may qualify for reimbursement of relocation expenses in accordance with agency policy.

**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 Global Policy and Strategy (OGPS) is to protect and promote the public health of Americans by effectively advancing FDA's public health mission globally. OGPS performs foreign inspections, and provides executive oversight, strategic leadership, and policy direction on FDA's global engagements including information sharing, international standards

development, trade relations, and collaboration activities with partner regulatory authorities or multilateral institutions. As evidenced in previous OIG, GAO, and media reports OGPS has historically had difficulty recruiting and retaining candidates with appropriate skillsets, especially in foreign offices. Candidates who are successful in positions with OGPS must possess not just a thorough understanding of FDA's regulatory system, processes, and procedures but also a comprehensive understanding of how partner regulatory agencies or multilateral institutions regulate medical products.

The FDA's Office of Global Policy and Strategy (OGPS) advances the mission of the FDA and public health worldwide in partnership with other FDA components, other U.S. agencies, foreign governments and international organizations. OGPS is responsible for managing and coordinating all of FDA's international activities and is a critical focal point in the Agency's effort to ensure the safety of imported FDA-regulated goods.

## Duties/Responsibilities

- Serves as principal advisor to the Associate Commissioner for Global Policy and Strategy.
- Provides direction and oversight to a highly complex agency-wide strategic policy and global engagement program designed to manage the Agency's mission while managing the intense congressional scrutiny of FDA's programs.
- Participates in the formulation of global engagement policies and organizational and operational philosophies which guide the Agency in effectively implementing its responsibilities in this area.
- Assists the Associate Commissioner, OGPS, in overseeing the Agency's global engagements, strategies, and organizational excellence activities.
- Oversees the executive direction of the FDA's responsibilities relative to strategic planning and oversight of global engagements and international programs impacting public health policy.
- Appraises the accomplishments of programs/functional areas for which he/she is responsible to determine their effectiveness and directs the initiation of evaluations and the development of recommendations for courses of action to improve areas of deficiency.
- Ensures financial and managerial accountability by acting with prudence when executing fiduciary responsibilities.

Supervisory Responsibilities: Manages a multi-disciplinary scientific and professional staff engaged in improving understanding of regulatory science, the essential components of well-functioning regulatory systems for FDA-regulated commodities, FDA requirements, horizon scanning, and developing and implementing regulatory policies and standards. 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.
- THIS POSITION IS SUBJECT TO EXECUTIVE ORDER 14043 MANDATING COVID-19 VACCINATION FOR FEDERAL EMPLOYEES. See section titled Next Steps for more Conditions of Employment for this position.

## 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:** There is no education requirement for this position.

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

**Professional Experience:** Incumbent must have one year of specialized experience as a recognized technical expert responsible for solving critical global issues and regulatory matters; interpreting policies and conducting organizational development; and providing leadership to an administrative and regulatory staff.

**Desired Professional Experience:**

- Competitive candidates will have earned an advanced scientific, management, or social science degree or equivalent experience.
- Priority will be placed on candidates with relevant, recent management experiences in driving continual improvement and change management.
- Strong knowledge of FDA policies, procedures, and statutory authorities as well as an understanding of how medical products are regulated by foreign counterparts.
- The candidate must demonstrate a deep understanding of global health policy, diplomatic and foreign affairs, and demonstrate an ability to work with the Department of State on the management and administration of offices within U.S. Embassies.

## Education Transcripts

**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.

## Next Steps:

Due to COVID-19, the agency is currently in an expanded telework posture. If selected, you may be expected to temporarily telework, even if your home is located outside the local commuting area. Once employees are permitted to return to the office, you will be expected to report to the duty station listed on this announcement or discussed with management within 45 days. At that time, you may be eligible to request to continue to telework one or more days a pay period depending upon the terms of the agency's telework policy.

**As required by Executive Order 14043, Federal executive branch employees are required to be fully vaccinated against COVID-19 regardless of the employee's duty location or work arrangement (e.g., telework, remote work, etc.), subject to such exceptions as required by law. If selected, you will be required to be vaccinated against COVID-19 and submit documentation of proof of vaccination by November 22, 2021 or before appointment or onboarding with the agency (if later than November 22, 2021). The agency will provide additional information regarding which forms of documentation can be accepted and how you can request a legally required exception from this requirement.**

## How to Apply

How to Apply: Submit resume or curriculum vitae with cover letter by December 01, 2021 to: [Jessica.Lacey@fda.hhs.gov](mailto:Jessica.Lacey@fda.hhs.gov). Candidate resumes may be shared with hiring official within the Office of the Commissioner/Office of Global Policy and Strategy 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 Jessica Lacey at 301-796-7462.

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

*FDA is an equal opportunity employer.*

