



Title 21 Vacancy Announcement
Department of Health and Human Services (HHS)
Food and Drug Administration (FDA)
Office of Regulatory Affairs (ORA)
Office of Medical Products and Tobacco Operations (OMPTO)
Office of Pharmaceutical Quality Operations (OPQO)
Division of Foreign Pharmaceutical Quality Inspections (DFPQI)
Foreign Pharmaceutical Quality Inspection Branch I and II (FPQIBI & FPQIBII)
Branch Chief

Application Period: June 21, 2022 to July 5, 2022

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: (2) Branch Chiefs (FPQIBI & FPQIBII)

Series: 0696

Location(s): US, Determined upon selection

Salary: Starting at \$126,233

Work Schedule: Full Time

Cures Band(s): Band D

Full Performance Band Level: Band D

Travel Requirements: Up to 25% Travel

Bargaining Unit: This is a non-bargaining unit position.

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 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.

FDA's Office of Regulatory Affairs (ORA) is the lead office for all agency regulatory activities. ORA supports the six FDA product centers by inspecting regulated products and manufacturers, conducting sample analyses on regulated products, and reviewing imported products offered for entry into the United States. In addition to executing its mission through its federal workforce, ORA also works with the FDA Centers, who develop FDA wide policy on compliance and enforcement and ORA executes the annual commodity work plans. Over 5,000 ORA employees located in district offices, resident posts, and

laboratories, strategically located throughout the United States perform inspections and investigations (including criminal investigations), wharf exams, sample collections and analyses, and carry out enforcement activities, education, and outreach directly to consumers, industry representatives, importers, and shippers as well as other stakeholders across the nation. ORA also works with its federal, state, local, tribal, territorial, and foreign counterparts to further the agency's mission. ORA is led by the Associate Commissioner for Regulatory Affairs (ACRA).

The Office of Pharmaceutical Quality Operations (OPQO) is specialized to help protect and promote the safety and quality of human and animal products. This program, within the Office of Medical Products and Tobacco Operations (OMPTO) in the ORA, provides advice and counsel to ORA and FDA leaders regarding pharmaceutical products, field operations, and emergency response activities. OPQO collaborates with the agency's Center for Drug Evaluation and Research (CDER) and the Center for Veterinary Medicine (CVM) on all FDA-regulated pharmaceutical and biopharmaceutical products. The Division of Foreign Pharmaceutical Quality Inspections (DFPQI) oversees the Foreign Drug Cadres. DFPQI serves as subject matter experts on foreign operations relative to the pharmaceutical quality program on internal cross-Agency committees, workgroups, and task forces. The Foreign Pharmaceutical Quality Inspections Branch (FPQIB) is responsible for inspecting and conducting remote regulatory assessments of foreign pharmaceutical establishments for which CDER and CVM have regulatory responsibility, collecting samples for analysis, performing field examinations, and preparing reports.

Duties/Responsibilities

- Serves as the focus for international medical product (i.e., pharmaceutical) investigational and related operations. Represents OPQO as a technical expert and actively participates in meetings, conferences, seminars, workshops, and other technical forums where issues pertaining to compliance policies and procedures are addressed; exchanges information; provides expert advice; and discusses trends and their impact on current and future program activities.
- Reviews work products and ensures that medical product (i.e., pharmaceutical) inspectional or investigational assignments assigned to the consumer safety officers (international) are carried out within established time frames and according to the regulatory and programmatic requirements
- Provides occupational, specific technical and administrative experience by evaluating field medical product (i.e., pharmaceutical) investigational and inspectional capabilities and regulated firms' correspondence associated to quality defects.
- Evaluates results of the inspectional and investigative activity against the applicable Compliance Program Guidance Manual (CPGM) and other references and available quality assurance program and recommends substantive actions or changes as appropriate when there are deficiencies.
- Establishes and maintains cooperative professional relationships with personnel throughout the Agency, other federal, state, local and international agencies, and representatives of major organizations representing interests regulated by FDA in order to share relevant information on compliance policies and procedures, monitors program activities; confer with other subject matter experts; obtains clarification of divergent viewpoints; and build consensus for Agency policy.

Supervisory Responsibilities:

- The Branch Chief provides occupational, specific technical and administrative direction 25 percent or more of the time to five or more subordinate employees performing the work and functions of the organization, which is mainly to conduct inspections and remote regulatory assessments of facilities outside the USA that manufacture and distribute FDA-regulated medical products (i.e., pharmaceuticals). The supervisor provides administrative direction with assignments in terms of

broadly defined missions or functions.

- Serves as a first level supervisor: plans, organizes, and directs the branch's activities; balances workload and provides advice, guidance, and direction on a wide range of inspection issues; plans work to be accomplished by subordinates, sets, and adjusts short-term priorities, and prepares schedules; and establishes measurement and analysis systems to ensure actions are timely and reviewed at critical points.
- Makes decisions on training needs and requests by staff members. Provides or ensures that subordinates provide customer guidance and training; accepts, amends, or rejects work presented by subordinates; assesses and revises policies and procedures as need to find ways to improve quality, timeliness, and efficiency of work. Ensures reasonable equity of performance standards and rating techniques developed by subordinates.
- Furthers Equal Employment Opportunity (EEO) goals by taking positive steps to assure the accomplishment of affirmative action objectives and by adhering to non-discriminatory practices regarding race, color, religion, sex, national origin, age, or handicap. Communicates to employees the EEO policies, plans, and programs and seeks out and utilizes available resources, including appropriate personnel generalists/specialists, EEO specialists, and training resources in conducting these responsibilities.

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 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.

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.

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: The education must have been obtained at a college, university, or an accrediting body recognized by the Secretary, [U.S. Department of Education](#) at the time the degree was obtained. For more information please see: [OPM Occupational Series Qualification Requirements](#).

[Consumer Safety Series, 0696:](#)

Individual Occupational Requirements

Basic Requirements:

Applicants must meet one of the following requirements.

- A. A bachelor’s or graduate/higher level degree in quality assurance or a related degree that included at least 30 semester hours in one or a combination of the following: consumer laws, biological sciences, food science, chemistry, pharmacy, physical sciences, food technology, nutrition, medical science, engineering, epidemiology, veterinary medical science, legal investigations, law enforcement, or related scientific fields that provided knowledge directly related to consumer safety officer work.

The 30 semester hours may include up to 8 semester hours in statistics, or course work that included the principles, theory, or practical application of computers or computer programming.

or

- B. Combination of education and experience--courses consisting of at least 30 semester hours in the fields of study described in paragraph A above, plus appropriate experience 6 or additional education.

Specialized Experience:

To meet specialized experience requirements, the applicant’s work experience must have demonstrated the knowledge, skills, abilities, and competencies necessary to perform at the grade level of the position. Examples of specialized experience include independently carrying out routine investigations, inspections, entry review, filer audits and sampling; documenting and organizing evidence, data, and other information to support violations, and assisting higher level employees in the review and evaluation of inspection reports of products or establishments.

- Expert knowledge of ORA’s portfolio of services, internal policies, and procedures.
- Knowledge of ORA administrative concepts, principles, and practices.
- Skill in identifying problems, analyzing data, making recommendations, and implementing corrective actions.

- Ability to plan, organize, and direct teamwork and to negotiate effectively with management to accept and implement recommendations.
- Knowledge of program goals and objectives.
- Ability to communicate effectively orally and in writing.

Desired Education: Advanced degree

Desired Professional Experience:

- Thorough knowledge of a category of products or a functional specialty which is distinctly more difficult to work with because of the medicine, science, and/or technologies involved and because the legal, regulatory, and diplomatic concepts necessary to enforce the law are correspondingly more complex and/or unprecedented.
- Thorough knowledge of public safety and health services, regulation, enforcement, and protection (Food safety and inspection, occupational health and safety, transportation safety, environmental safety, and hazard mitigation).
- Comprehensive knowledge of and skill in selecting, adapting, and applying investigative methods and negotiating techniques.
- Ability to provide guidance to investigators conducting foreign medical device inspections of the most complex technologies and issues.
- Knowledge of written and verbal communication practices and principles and skill in preparing and presenting written reports, findings, etc.
- Ability to provide training on inspectional technique of the most complex medical device inspections.
- Skill in developing a team dynamic and fostering open communications across the team to support accomplishment of assigned duties.

Position requirements:

- This position requires the incumbent have the following current License and/or Certification: Valid U.S. driver's license.
- This position requires up to 25% travel of the time for activities such as: to conduct foreign inspections of FDA-regulated medical products (i.e., pharmaceutical) facilities, meetings with divisional staff and other FDA organizations, participate or provide training at Agency or external courses, or to participate in conferences related to FDA-regulated medical products (i.e., pharmaceuticals).

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: If not previously completed, a background security investigation will be required for all appointees. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements may be grounds for appropriate personnel action. In addition, if hired, a background security investigation or supplemental investigation may be required later.

Vaccination Requirements

To ensure compliance with an applicable preliminary nationwide injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the Federal Government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees. Therefore, to the extent a federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply. Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

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: Applications will be accepted from all qualified internal and external applicants. Please email letter of interest addressing your experience in the major duties and responsibilities of the position, resume or curriculum vitae and bibliography, redacted SF-50 (for federal employees only), transcript (with foreign credentials evaluation, if applicable) to the ORA Executive Recruitment and Scientific Staffing Committee: oraexecutiveandscientificrecruitment@fda.hhs.gov. Applications will be accepted through **July 5, 2022**. Candidate resumes may be shared with hiring official within the OMPTO with a similar job vacancy. Candidates can opt out of this process by annotating resume with “do not share”. For questions, please contact oraexecutiveandscientificrecruitment@fda.hhs.gov. Please reference **FPQIB Branch Chief** in the email subject line.

Announcement Contact

For questions regarding this Cures position, please contact oraexecutiveandscientificrecruitment@fda.hhs.gov.

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

FDA is an equal opportunity employer.

