



Title 21 Vacancy Announcement
Department of Health and Human Services (HHS)
Food and Drug Administration (FDA)
Center for Biologics Evaluation and Research (CBER)
Office of Management (OM)
Division of Acquisition and Budget Resources (DABR)

Application Period: July 22 – August 12, 2022

Area of Consideration: HHS-Wide

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 Division Director

Series: 0301

Location(s): White Oak Campus, Silver Spring, MD.

Salary: Starting at \$148,484

Work Schedule: Full Time

Cures Band(s): Band E

Full Performance Band Level: Band E

Travel Requirements: Up to 25%

Bargaining Unit: 8888

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 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 Center for Biologics Evaluation and Research (CBER) is a Center within FDA that regulates biological products for human use under applicable federal laws, including the Public Health Service Act and the Federal Food, Drug, and Cosmetic Act. CBER's mission is to protect and enhance the public health through the regulation of biological and related products including blood, vaccines, allergenics, tissues, and cellular and gene therapies. CBER protects and advances the public health by ensuring that biological products are safe, effective, and available to those who need them. CBER also provides the public with information to promote the safe and appropriate use of biological products.

Duties/Responsibilities

The incumbent serves as the Deputy Director for the Division of Acquisition and Budget Resources (DABR) within the Office of Management (OM) and assists in managing daily operations of the Division. This position reports to the Director of DABR. The Deputy Director provides leadership and management to FDA employees within DABR

and the two Branches: the Budget Planning and Execution Branch (BPEB) and the Acquisition Management Branch (AMB). The Deputy Director shares responsibilities with the Division Director for management of activities within DABR, which conducts all payroll planning and execution on behalf of CBER and coordinates mass allocation assignments for User Fee utilization.

Specifically, the Deputy Director will:

- Work with the Division Director to provide leadership and direction to the full range of Division responsibilities;
- Assist the Division Director with overseeing the program management of financial and acquisition information in support of the FDA/CBER mission;
- Conduct acquisition planning and execution, consisting of developing required procurement documentation, coordinating with budget execution, and facilitating the execution of FDA fellows through various fellowship programs;
- Assist the Division Director in facilitating interagency agreements and coordinating all funding/procurement related processes within CBER;
- Assist in reviewing higher-level purchase card transactions related to CBER's acquisition needs, including overseeing and providing guidance on all matters related to purchase cards;
- Develop and maintain internal control structures to provide efficient and effective services related to acquisitions and assistance; and
- Assist in providing oversight to the Chief of BPEB, which manages budget/resource management and operational activities within CBER, and the Chief of AMB, which provides acquisitions support, including the use of different contract/procurement vehicles to support the CBER/OM mission.

Supervisory Responsibilities:

Organizational Management: Assists in managing a Division.

Program Management: Runs a functional activity. Oversees multiple projects. Identifies inputs and outputs needed to perform functional activities.

Resource Management: Consolidates and balances resource needs of multiple projects in a functional activity or Division.

Personnel Performance Management: Counsels and rates immediate subordinates.

Human Capital Management: Identifies ways to meet employee competency goals.

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.
- 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.

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:

Candidates must possess the required individual occupational requirements to qualify for the appropriate series applicable to the position. Please use the following link to determine the series for which you qualify: <https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=List-by-Occupational-Series>

Desired Professional Experience:

- Leadership coaching, training, or certification;
- Prior management and/or operations experience with the FDA;
- Expertise in acquisitions, procurement, and funding processes;
- Ability to build and work effectively within teams;
- Ability to work collaboratively with diverse staff and stakeholders; and
- Ability to prioritize and make critical decisions.
- Experience with multiple aspects of federal acquisition processes including but not limited to:
 - Acquisition Planning
 - Acquisition Pre-Awards for simplified and complex requirements
 - Acquisition Administration
 - Acquisition Close-Out
- Ability to coordinate and integrate complex budget and financial management program segments.
- Experience in supervising acquisitions and/or budget finance teams in setting goals and expectations in a clear manner to all members.
- Motivating groups to accept opinions or take actions related to: advancing fundamental goals and objects of budget and financial management programs and/or advancing fundamental goals and objects of acquisitions programs.
- Knowledge of HHS Federal Acquisition and Budget related systems
- Experience with budget planning processes environments for purposes of Fiscal Operating Plan (FOP) creation and submission.
- Experience supervising or coordinating acquisitions programs pertaining to statements of work, performance work statements, statements of objectives, independent government cost estimates, paying invoices, contract close-outs, grants, purchase cards, and/or broad agency announcements.
- Experience and familiarity with the Federal Acquisition Regulation (FAR)
- Experience in HHS Purchase Card programs and policies
- Knowledge of travel policies and the HHS travel manual.
- Experience in working in HHS wide systems (UFMS, ConcurGov, etc.)
- Communicating with staff at all levels of a federal organization including but not limited to Agency Executives, Directors, Deputy Directors.

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: 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.

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

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

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

Please submit electronic resume or curriculum vitae (please be sure to clearly define the number of years using month and year training completed, in addition to describing duties performed during that time period), SF50 (if applicable), latest PMAP (if applicable), and letter of interest with ***"CURES CBER/OM/DABR Deputy Division Director"*** in the subject line to: CBERHumanCapital@fda.hhs.gov. Applications will be accepted through **August 12, 2022**.

Announcement Contact

For questions regarding this Cures position, please contact CBERHumanCapital@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.

