



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

Application Period: August 11, 2022 – September 08, 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: Director, Office of Global Operations

Series: 0685

Location(s): Silver Spring, MD

Salary: Starting at \$168,914

Work Schedule: Full Time

Cures Band(s): Band F

Full Performance Band Level: Band F

Travel Requirements: 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 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.

Duties/Responsibilities

- Utilize expert knowledge of global health policy, diplomatic and foreign affairs, and Department of State for deployed personnel;
- Provide scientific and technical direction to the foreign offices;
- Develop and direct Office programs as well as develop innovative and global strategies;
- Advise and represent the Associate Commissioner;
- Direct the Office and provide leadership to subordinates and oversight of global operations;
- Serve as liaison/coordinator (internationally and with field offices and Centers); and
- Develop short/long term goals.

Supervisory Responsibilities: Manages a multi-disciplinary program, providing leadership and management oversight to 80+ subordinate staff, 4 Foreign Office Directors, and two team leads.

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. This position requires a Top Secret Clearance.

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 basic education requirement for this grade/level.

Desired Education: Competitive candidates will have earned an advanced scientific, management, or social science degree.

Professional Experience: Must have one year of specialized experience establishing global regulatory policy and policy guidance for foreign offices; coordinating international work across regulatory programs; and identifying opportunities for adoption of best practices in the foreign policy arena.

Desired Professional 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.
- 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.

Security Clearance Requirements

Background Investigation/Security Clearance Requirements: Top Secret Clearance

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 *critical 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.

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: Submit resume or curriculum vitae with cover letter by September 08, 2022 to: Jessica.Lacey@fda.hhs.gov. Candidate resumes may be shared with hiring official within the 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”. For questions, please contact Jessica Lacey, 301-796-7462. Please reference Job Reference ID: 22-001T21OGPS

Announcement Contact

For questions regarding this Cures position, please contact Jessica Lacey, 301-796-7462, Jessica.Lacey@fda.hhs.gov.

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