



**Title 21 Vacancy Announcement**  
**U.S. Department of Health and Human Services (HHS)**  
**Food and Drug Administration (FDA)**  
**Center for Drug Evaluation and Research (CDER)**  
**Office of Pharmaceutical Quality (OPQ)**

**Application Period:** October 25, 2022 – November 3, 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.

Commissioned Corp Officers are eligible to apply.

**Position:** Lab Chief

**Series:** AD-0401/1301/1320/0893

**Location(s):** Beltsville, MD & Silver Spring, MD

**Salary:** Starting at \$126,233

**Work Schedule:** Full Time

**Cures Band(s):** Band D

**Full Performance Band Level:** Band D

**Travel Requirements:** 25% or less

**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) 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 Center for Drug Evaluation and Research (CDER) is to perform an essential public health task by making sure that safe and effective drugs are available to improve the health of people in the United States. CDER regulates over-the-counter and prescription drugs, including biological therapeutics and generic drugs.

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The Office of Pharmaceutical Quality (OPQ) oversees and coordinates the overall regulation of human pharmaceutical quality within CDER, including submission review, manufacturing facility assessment, and surveillance of the quality of marketed pharmaceutical products.

The Office of Testing and Research (OTR) conducts laboratory research on manufacturing, formulation, and characterization of drugs, and provides advice/consults, collaborative research opportunities, and scientific training to FDA staff on pharmaceutical quality, pharmaceutical equivalency, and bioavailability/bioequivalence issues including manufacturing, formulation, analytical testing, and modeling.

## Duties/Responsibilities

As the **Lab Chief**, the incumbent serves as a senior advisor to a Division Director or Deputy Director and plans, manages, organizes, and directs all laboratory functions, surveillance testing, and laboratory-based investigational activities as carried out by a highly trained and skilled staff of scientific professionals. The Lab Chief leads scientists who conduct experiments to understand the impact of changes in specification of drug substance and ingredients, formulation, packaging, manufacturing equipment, and processes on product quality attributes. The Lab Chief leads staff involved in safety, integrated quality assessment systems, facilities and equipment maintenance, and shipping and receiving activities.

- Oversees and participates in an active research program and/or directs research scientists engaged in a broad range of pharmaceutical quality research designed to ensure drug quality, safety, and efficacy.
- Provides leadership and direction in strengthening the operation and scientific management of the Lab
- Collaborates with Office leadership to formulate and develop short-term and long-range product quality assessment goals, policies, and standards.
- Supports a lifecycle approach to drug application approval by providing relevant expertise and laboratory data to aid quality assessment of regulatory applications.
- Serves as a subject matter expert and source of informed opinion and information on scientific matters related to drug quality including drug delivery, biopharmaceutics analytics, formulation, and manufacturing.

Supervisory Responsibilities: Manages the functional discipline, providing leadership and

management oversight to subordinate staff. Supervises and evaluates staff of experts in their field. Provides occupational specific technical, administrative direction and supervision 25 percent or more of the time to subordinate staff performing the work and functions of the organizational unit. Obtains resources and identifies strategic objectives for the organization.

## 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.

## 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:

**Lab Chief, AD-0401/1301/1320/0893 Series**

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:

[Natural Resources Management and Biological Sciences Series, AD-0401](#)

[General Physical Science Series, AD-1301](#)

[Chemistry Series, AD-1320](#)

[Chemical Engineer Series, 0893](#)

Qualifying Experience:

Our ideal candidate will possess: In addition, the professional engineering experience required is defined as non-routine engineering work that required and was characterized by (1) professional knowledge of engineering; (2) professional ability to apply such knowledge to engineering problems; and (3) positive and continuing development of professional knowledge and ability.

Professional knowledge of engineering is defined as the comprehensive, in-depth knowledge of mathematical, physical, and engineering sciences applicable to a specialty field of engineering that characterizes a full 4-year engineering program leading to a bachelor's degree, or the equivalent.

For more information please see: [OPM Occupational Series Qualification Requirements](#)

Desired Education: A minimum of 3 years of progressively higher-level graduate education leading to a Ph.D. degree, Ph.D., or equivalent doctoral degree.

Desired Professional Experience:

Our ideal candidate will possess:

- Demonstrated leadership experience in a diverse organization.
- Demonstrated ability to apply knowledge of regulatory assessment process and project management skills (e.g., ability to organize time effectively, determine priorities, and create a path forward).
- Demonstrated ability to develop networks and build alliances. Experience collaborating across boundaries to build strategic relations and achieve common goals.
- Demonstrated ability to identify internal and external politics that impact the work of the organization, including perceiving organizational and political reality to create a path forward.
- Demonstrated ability to identify and analyze problems; weights relevance and accuracy of information; generates and evaluates alternative decisions; makes recommendations.
- Successful experience in organizational change management.
- Expert ability to communicate, verbally and in writing, and work with staff at all levels of

the organization and varying levels of domain expertise; excellent listening skills, and a commitment to communicate in a timely manner.

- Ability to work independently and as a contributing and collaborative team member.

## 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: Non-Sensitive / High Risk

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 investigation and favorable adjudication. Failure to successfully meet the requirements may be grounds for appropriate personnel action. In addition, if hired, a background security investigation or supplemental investigation may be required later.

Applicants are also advised that all information concerning qualification is subject to investigation. False representation may be grounds for non-selection and/or appropriate disciplinary action.

## 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

All qualified candidates should submit their [resume](#) with cover letter and unofficial transcripts (if you have foreign transcripts please submit a course-by-course foreign evaluation from an accredited company ([NACES](#) or [AICE](#)) by **November 3, 2022** to:

[OPQOTRRecruitment@fda.hhs.gov](mailto:OPQOTRRecruitment@fda.hhs.gov). Candidate resumes may be shared with hiring officials within CDER with a similar job vacancy. Candidates can opt out of this process by annotating resume with “do not share”. Please reference Job Reference ID: **OTR Lab Chief**

## How You Will Be Evaluated

Candidates may be evaluated based on an interview, review of requested work samples, writing samples, most recent performance evaluation(s), professional references, results of an oral presentation or work-related test. Failure to comply with any of the additional assessment requirements will result in removal from further consideration.

## Announcement Contact

For questions regarding this Cures position, please contact [Dominique.Mitchell@fda.hhs.gov](mailto:Dominique.Mitchell@fda.hhs.gov).

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

*FDA is an equal opportunity employer.*

