



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
Immediate Office

Application Period: November 11, 2022 – December 02, 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: International Policy and Program Analyst **Series:** 0301

Location(s): Silver Spring, MD **Salary:** Starting at \$74,950

Work Schedule: Full Time

Cures Band(s): Band A **Full Performance Band Level:** Band C

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.

This position is located in the Immediate Office (IO), Office of Global Policy and Strategy (OGPS), Office of Policy, Legislation, and International Affairs (OPLIA), Food and Drug Administration (FDA), Department of Health and Human Services (DHHS), with functional responsibilities as

designated by the Staff Manual Guide. The incumbent will develop policy and perform strategic research and analysis to support the Associate Commissioner for Global Policy and Strategy and facilitate policy and strategy coordination between OGPS and other Offices in OPLIA. In addition to the daily activities requested by OGPS leadership and other senior agency officials the incumbent will be required to have an in-depth knowledge of global trends, global regulatory frameworks that impact the oversight of FDA regulated products, and FDA's approach to regulatory cooperation activities with multilateral and plurilateral organizations.

Duties/Responsibilities

- Advances OGPS implementation of strategic plans and priorities by developing documents, briefing papers, presentations, or other materials that can be used to enhance global regulatory oversight of FDA regulated commodities.
- Formulates and develops policy positions with input from a broad range of stakeholders within the agency and ensure that public facing FDA positions and workstreams for multilateral institutions are mutually beneficial and supportive.
- Works with OGPS program offices and FDA Centers to track the success and outcomes of global health programs and initiatives.
- Briefs various FDA personnel on policy and programmatic issues that affect FDA's foreign policy and interactions with high-level stakeholders.

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.
- 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. Public Trust Background Investigation required.

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 education requirement for this position.

Professional Experience: Incumbent must have demonstrated specialized experience formulating and developing policy positions; and in researching and writing reports that can provide authoritative guidance for the resolution of policy problems or issues affecting FDA’s regulatory programs in the global context.

Desired Professional Experience:

- Priority will be placed on candidates with relevant experience developing policy, performing strategic research, and analyzing and facilitating policy and strategy coordination between offices.
- Knowledge of FDA policies, procedures, and statutory authorities as well as an understanding of how medical products are regulated by foreign counterparts.
- Experience advising senior officials on regulatory issues which affect global health policy and global health priorities.

Security Clearance Requirements

Background Investigation/Security Clearance Requirements: This position requires a Public Trust Background Investigation.

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 December 02, 2022 to: Jessica Lacey at Jessica.lacey@fda.hhs.gov. ***** US Citizenship must be annotated within your application package or in the email when submitting application. Non-US Citizens will not be referred for consideration***** Candidate resumes may be shared with hiring official within the Office of the Commissioner 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: T21OGPS-IO

Announcement Contact

For questions regarding this Cures position, please contact Jessica Lacey, 301-796-7462; Jessica.lacey@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.

