



**Title 21 Vacancy Announcement**  
**Department of Health and Human Services (HHS)**  
**Food and Drug Administration (FDA)**  
**Office of the Commissioner (OC)**  
**Office of Policy, Legislation and International Affairs (OPLIA)**  
**Office of Global Policy and Strategy (OGPS)**  
**Office of Global Operations (OGO)**

**Application Period:** November 14, 2022 – November 28, 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:** Deputy Director

**Series:** 0685

**Location(s):** Beijing, China and New Delhi, India

**Salary:** Starting at \$168,914

**Work Schedule:** Full-Time, Temporary/Term NTE 2 or 3 Years, but can be extended up to 4 Years for Term Appointment or 6 Years for Temporary Appointment

**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. Within OGPS, the Office of Global Operations (OGO) oversees the FDA's foreign offices, including staff in China, Europe, India, and Latin America. As evidenced in previous OIG, GAO, and media reports, OGPS has historically had difficulty recruiting and retaining candidates with appropriate skill sets, especially in the foreign offices. OGPS is looking for individuals who not only have a thorough understanding of FDA's regulatory system, processes, and procedures but also a comprehensive understanding of how partner regulatory agencies or multilateral institutions regulate medical products.

## Duties/Responsibilities

- Supervise a group of employees and provides administrative and technical supervision as well as human resources management functions.
- Oversee the effectiveness of administration of FDA agreements with foreign representatives.
- Provide full line responsibility, administrative oversight, strategic direction, and management of execution in matters related to financial management.
- Serve as the office focal point for all office/OGPS standard operating procedures that are either developed by the Foreign Post/International Office or by OGPS and ensuring that staff adheres to these procedures.
- Evaluate and provide recommendations for improving effectiveness of existing programs and activities and recommends corrective actions when necessary.
- Articulate, explain, and defend the agency's policies, guidance documents, rules, regulations and international goals intelligently and accurately.
- Develop performance, work improvement plans and recommend personnel actions as necessary.

**Supervisory Responsibilities:** Manages a multi-disciplinary scientific and professional staff engaged in improving understanding of regulatory science, the essential components of well-functioning regulatory systems for FDA-regulated commodities, FDA requirements, horizon scanning, and developing and implementing regulatory policies and standards relevant to the China and India locations. Provides both supervision and managerial guidance to subordinate staff including LES on all aspects of foreign post activities and/or initiatives. Performs administrative and human resources management functions relative to the staff supervised. This position exercises delegated managerial authority to set a series of long-range work plans, goals, and broadly defined missions of the Agency.

## 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. Top Secret Security Clearance is Required for this position.
- This position is temporary and does not provide permanent placement upon completion or termination of the overseas assignment.
- Selectees for temporary/term assignments will remain stateside until all required clearances and trainings are completed before being deployed to an overseas location.
- Temporary/term appointments may begin stateside upon completion of security, medical and applicable trainings. Time served stateside will count towards overall appointment if selected for temporary promotion.
- A Statement of Understanding is required to be signed by the selected candidate indicating they understand the terms and conditions of this temporary appointment.
- For FDA employees under CURES appointment, the Center/Office has the responsibility of determining a “comparable” position for the employee upon return, if the position of record is backfilled during deployment. If there is no comparable CURES position, it is likely that the employee will not be able to return to a CURES appointment and will be returned under Title 5 at the appropriate grade, step and pay, if there is a comparable position under Title 5.

**NOTE:** Current permanent civilian FDA employees selected for temporary overseas assignments will be given a return assignment to their permanent position, title, series and grade (or a comparable one within the commuting distance, i.e., 50-mile radius), once the appointment is completed. All other candidates, including current permanent Federal civilian employees, DO NOT have return rights to a position within FDA. "This position will be located Beijing, China and New Delhi, India. The temporary assignments not-to-exceed 2 years, but may be extended up to a total of 4 years or 6 years depending on appointment type. Eligible FDA employees will have statutory return rights to their permanent FDA position series and grade once the foreign assignment is completed.

## 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 desired education requirement for this position.

**Professional Experience:** Application must show experience providing operational oversight and decision-making on operational issues, technical training, and collaboration with counterpart agencies on foreign audits and inspections throughout the relevant countries, regions or International Offices.

**Desired Professional Experience:**

- Strong leadership and skill in leading/directing large organizations.
- In-depth knowledge of the Agency’s policies, and scientific and regulatory programs as they relate to medical products.
- Strong background in science.
- Talent for building partnerships and coalitions with stakeholders in public and private arenas.

## Security Clearance Requirements

Background Investigation/Security Clearance Requirements: Top Secret Security Clearance is Required for this position.

This position requires a Top Secret security clearance and the incumbent has access to sensitive, proprietary, or financial information. 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 reinvestigation or supplemental investigation may be required at a later time. Applicants are also advised that all information concerning qualifications is subject to investigation. False representation may be grounds for non-consideration, non-selection and/or appropriate disciplinary action.

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 *highly 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 November 28, 2022 to: [Jessica.Lacey@fda.hhs.gov](mailto:Jessica.Lacey@fda.hhs.gov). **\*\*\*Since the position is being advertised in Beijing, China and New Delhi, India, please indicate the specific location that you are applying for when submitting application. Also, 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/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. The Department of Health and Human Services is an equal opportunity employer with a smoke free environment.

*FDA is an equal opportunity employer.*

