



TITLE 21 VACANCY ANNOUNCEMENT

**Department of Health and Human Services (HHS)
Food and Drug Administration (FDA)
Center for Devices and Radiological Health (CDRH)
Office of Communication and Education (OCE)
Division of Communications (DC)**

Position: Supervisory Public Health Advisor (Deputy Division Director – OCE/DC)

Series: The position may be filled by candidates from the following occupational series: [Public Health Program Specialist Series \(0685\)](#)

Location(s): Silver Spring, Maryland

Travel Requirements: This position requires up to 25% travel.

Application Period: Wednesday, November 30, 2022 through Friday, December 16, 2022

Salary: Salary is commensurate with education and experience and starts at \$148,484.

Conditions of Employment: United States Citizenship is required.

Special Notes: This position is being filled under an excepted 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 the authority. [Additional information on 21st Century Cures Act can be found here.](#)

Introduction:

The Center for Devices and Radiological Health ([CDRH](#)), a major regulatory component of the Food and Drug Administration ([FDA](#)) and the Department of Health and Human Services, is inviting applications for an Deputy Division Director in the Office of Communication and Education ([OCE](#)), Division of Communication ([DC](#)).

Position Summary:

Located in the [Division of Communication](#), the Deputy Division Director partners with the Division Director in developing and implementing the Center's external and internal communication strategy. The division provides strategic direction for and manages the development and release of external communication about medical devices and radiation-emitting products for the CDRH and internal communication for CDRH employees, including programmatic and organizational information. The division is comprised of the following three branches: External Communication, Internal Communication, and Web and Graphics.

Duties/Responsibilities:

Duties may include but are not limited to:

- Manage the development and implementation of strategic plans, messaging, and related communication materials, simplifying complex technical, legislative, regulatory, legal or other general issues.

- Participate with the Division Director in developing Division program plans and short- and long-term goals for presentation to the Office Director; provides leadership and overall direction to staff and for managing the Division budget.
- Work with the Branch Chiefs to implement communication outreach goals, including publishing and managing CDRH content on FDA.gov and Inside.FDA.gov.
- Serve as an advisor and technical authority for the Division on policy, program, and implementation planning issues within the public health area.
- Lead multidisciplinary teams to create, deliver, and market health information about medical devices using customer-centered and science-based information.
- Establish and maintain liaison with other components of the Center, agency, and national and international stakeholders.

Supervisory Responsibilities:

Supervisory duties may include, but are not limited to:

- Managing a multi-disciplinary scientific and professional staff by working with the Branch Chiefs to review strategies for problem analysis and resolution.
- Analyzing and reporting on work prepared by staff; and providing guidance for presentation of materials to Office, Center, and FDA management as well as outside organizations.
- Performing administrative and human resources management functions relative to the staff supervised such as developing and reviewing staff performance plans; and conducting and overseeing progress reviews and performance appraisals.
- Defining jobs, selecting employees, and assigning work; define technical work requirements and milestones; evaluate the organization and employee accomplishments by accepting or rejecting work products, and present and defend organization and employees work to senior management and other offices.

Professional Experience/Key Requirements:

To qualify for this position, you must possess technical experience and expertise which includes:

- Extensive knowledge and understanding of communication best practices sufficient to advise the Center and Agency about strategies and programs designed to communicate with the public about the benefits and risks of FDA-regulated products; and ensure meaningful and successful internal communications to keep employees well-informed.
- Managing or overseeing fast-evolving public health communication activities or programs for an office or team.
- Experience developing and reviewing communication materials and strategies using traditional and digital communication approaches to disseminate public health information to patients, health professional, media, and the general public.
- Ability to skillfully engage and collaborate with multidisciplinary stakeholders to address communication needs.
- Demonstrated ability to consolidate and balance resource needs of multiple projects in a functional activity or Division.
- Inclusive leadership qualities and managerial abilities, including advocacy and influencing, initiating, and implementing change, and people management.

Basic Qualifications:

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>

How to Apply:

- Submit an electronic resume or curriculum vitae and a cover letter describing why you are uniquely qualified for this job.
- Compile all applicant documents into **one combined document (i.e., Adobe PDF)**
- Copy of Transcripts
- Include Job Reference code “**OCE-23-001**” in the email subject line.
- Email applicant package to CDRHRecruitment@fda.hhs.gov.
- Visit [CDRH Jobs](#) to see additional opportunities.

Conditions of Employment:

- One-year probationary period and one-year supervisory probationary period may be required.
- Background and/or Security investigation required.
- All applicants born male, on (or after) 12/31/1959, must be registered with the [Selective Service System](#) OR have an approved exemption.
- This position is subject to strict prohibited financial interest regulations which could restrict the type of financial interest (stock holdings) for the employee, the spouse, and minor children of the employee. For additional information on the prohibited financial interests, please visit the FDA Ethics and Integrity Office website at <https://www.fda.gov/about-fda/jobs-and-training-fda/ethics>.

This is a non-bargaining unit position.

PHS Commissioned Corps Officers interested in performing the duties of this position within the Commissioned Corps may apply to this announcement. Officers must follow the instructions for how to apply and include their most recent orders in addition to the required documents. If selected, candidates will be referred to (CC) personnel and not as candidates for a Cures appointment.

This is a confidential filing position, subject to FDA's prohibited financial interest regulation and may require the incumbent of this position to divest of certain financial interests. If selected, the employee must complete ethics requirements and file an annual financial disclosure report (OGE-450 form). For additional information on the prohibited financial interests, please visit the FDA Ethics and Integrity Office website at <https://www.fda.gov/about-fda/jobs-and-training-fda/ethics>.

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 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](#).

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

FDA is an equal opportunity employer.