



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 Product Evaluation and Quality (OPEQ)**

Position: Associate Director for Professional Development (**Multiple selections will be made from this announcement**)

Location(s): Silver Spring, Maryland

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

Application Period: Tuesday November 8, 2022 – Tuesday December 21, 2022

Salary: Salary is commensurate with education and experience and starts at \$126,233.

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 Associate Director for Professional Development to in the Office of Product Evaluation and Quality ([OPEQ](#)). Through its 11 offices, OPEQ assures patients have access to high quality, safe and effective products throughout the total product lifecycle.

Position Summary:

The Associate Director for Professional Development (ADPD) position is located within one of the OPEQ offices and is responsible for overseeing programs that foster the professional development of the multidisciplinary workforce within the Office. The ADPD advises and directs the professional and overall development of all employees in the Office. This includes coaching, mentoring, and assessing professional development needs and analyzing program effectiveness, providing expert advice to higher level management regarding the Office's professional development, and recommending improvements to support employee development across the Office.

Duties/Responsibilities:

Duties may include but are not limited to:

- Collaborates with the OPEQ Associate Director, Professional Development Staff and implements professional development policies, programs, trainings, and activities in the Office.
- Provides coaching to support employees on career development and individual development plans. Assists with identification of development needs of employees

researches the most efficient and cost-effective way to address those needs using internal and external resources.

- Performs planning and works independently or on teams to create programs, processes, and policies for new and ongoing professional development initiatives and programs.
- Seeks and maintains development opportunities, tools, and resources to support management and employee development.
- Evaluates the effectiveness of professional development processes and programs and recommend changes as necessary.
- Serves as a point of contact for representing Office on training requests and collaborating with center partners on training needs.

Professional Experience/Key Requirements:

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

- Performing career coaching, career counseling or career advisement.
- Designing, implementing, and evaluating individual and/or employee development plans.
- Leading and implementing professional development and/or training projects and programs across regulatory, scientific, medical, university or healthcare related organization.
- Conducting development and training needs assessments and identifying efficient and cost-effective ways to address those needs; and
- Engaging and collaborating with multidisciplinary stakeholders.

Desirable Experience:

- Completion of Accredited Coach Training Program (ACTP), Approved Coach Specific Training Hours (ACSTH), International Coaching Federation certification or equivalent certification.
- Education/curriculum development and instructional design.

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>

Licensure: Applicant must possess a current, active, full, and unrestricted license or registration as a Physician from a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

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 **“OPEQ Office Level Professional Development OHT7 and ORP”** 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.