



**U.S. Department of Health and Human Services (HHS)
Food and Drug Administration (FDA)
Center for Drug Evaluation and Research (CDER)
Office of Executive Programs (OEP)**

Application Period: December 19, 2022 - January 13, 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: Branch Chief, SREB

Series: AD-1712

Location: Silver Spring, MD
Remote Eligible

Salary: Starting at \$126,233
*Starting salary is minimum of band and may be set higher, commensurate with education/training and experience.

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, effective, and quality drugs are available to improve the health of people in the United States. CDER regulates over-the-counter (OTC) and

prescription drugs, including biological therapeutics and generic drugs.

The Office of Executive Programs (OEP) oversees a variety of Center-wide programs, including executive project management, the Center's executive secretariat function, scientific advisory committees, training, and development, CDER's ombudsman, and program and administrative management.

The mission of the Division of Learning and Organizational Development (DLOD) is to provide quality professional development to ensure CDER's workforce is prepared to support its mission.

The Scientific and Regulatory Education Branch (SREB) designs, develops and delivers educational programs to CDER staff.

Duties/Responsibilities

As the **Branch Chief** of the Scientific and Regulatory Education Branch (SREB), the incumbent directs the development and formulation of Center-wide learning philosophy and policy, providing significant influence to the conduct of CDER learning and development programs, ensuring a comprehensive approach to staff development and learning. Participates with the Division Director in formulating the overall CDER training budget, developing competencies, and formulating Center's training policies and philosophy.

Serves as expert advisor, consultant, and focal point to CDER senior managers on the development of CDER's health-related scientific and regulatory education and learning programs and activities for CDER's scientific and regulatory professionals.

Programmatic Duties:

Responsible for planning, organizing and delivering scientific and regulatory education and learning programs to maximize the capabilities of CDER's scientific professionals. Directs and manages the development and implementation of comprehensive employee training programs; primarily scientific, regulatory, and other specialized education and learning programs and courses to meet the needs of scientific and regulatory employees. Develop, manage, deliver, and evaluate cost-effective training and development solutions, including but not limited to distance learning, satellite broadcasts, blended learning approaches, web-based and classroom delivery, etc.

Conducts thorough needs assessment of the scientific and regulatory CDER audience, and evaluation of CDER's scientific and regulatory education programs to ensure the training and learning needs of CDER's scientific professionals are integrated into educational activities, and that programs support CDER's mission.

Represents the Center at meetings and conferences to include Department, Agency, academia, trade organizations or industry, to further the Center's training and development efforts.

Supervisory Responsibilities: Responsible for planning, organizing, and carrying out all operations, functions, and activities of the Branch. Evaluates subordinate performance, manages professional development, and promotes team building. Provides occupational specific administrative direction and supervision 25 percent or more of the time to subordinate staff performing the work and functions of the organizational unit.

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:

Training Instruction Series, AD-1712:

Degree: Undergraduate and Graduate Education: Major study -- education or a subject area related to the position to be filled.

Or

Qualifying Experience

Our ideal candidate will possess:

Experience that demonstrated a practical knowledge of the subject area of the position and of the methods and techniques of instruction. Examples of experience include teaching or instructing in an adult education program, secondary school, college, military installation, or industrial establishment in the appropriate field(s). Supervising or administering a training program. Development or review of training/course materials, aids, devices, etc., and evaluation of training results. Work in the occupation or subject-matter field of the position to be filled that required training or instructing others on a regular basis.

Desired Skills or Experience:

Our ideal candidate will possess:

- Knowledge of the theories, principles, and techniques of education and training, the position requires as a prerequisite knowledge of general health sciences in order to strategically plan, direct and manage the science-based educational programs that are critical to the success of CDER.
- Demonstrated leadership experience administering or developing a training or development program for a large organization.
- Demonstrated experience interacting with diverse functional stakeholders, including executives, scientists, and healthcare professionals.
- Effective communicator who can drive collaboration, empower staff, and is committed to the Public Health mission.
- Knowledge of organizational, operational, and programmatic concepts and practices applied by public, private, or nonprofit agencies and organizations engaged in public health or other health-related training and development activities.
- Demonstrated ability to develop networks, build alliances, and collaborate across boundaries to build strategic relations and achieve common goals.
- Thorough knowledge and understanding of the regulatory review process; maintains currency of legislative changes and processes that affect the mission and strategic plans for the Center.
- Knowledge of the nature of the social-cultural change and of different strategies for responding to, and initiating, change and development.
- Knowledge and understanding of adult learning principles and instructional systems design to provide Center-wide support and direction for the design, development, and

development of scientific and regulatory programs.

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- Moderate 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 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 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 webpage: <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

Submit resume or curriculum vitae with cover letter by January 13, 2022, to: CDER-OCD-OEP-Hires@fda.hhs.gov. Candidate resumes may be shared with hiring official within the Center for

Drug Evaluation and Research (CDER) with a similar job vacancy. Candidates can opt out of this process by annotating resume with “do not share”. For questions, please contact Ashley Corum-Lawson, Supervisory Administrative Officer, Ashley.Corumlawson@fda.hhs.gov.
Please reference Job Reference ID: S-23-981-D

Announcement Contact

For questions regarding this Cures position, please contact Ashley.Corumlawson@fda.hhs.gov.

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

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