



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 the Center Director (OCD)

Position: Communications Specialist (OCD)

Location(s): [FDA's White Oak Campus](#) in Silver Spring, Maryland

Area of Consideration: U.S. Citizens

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

Application Period: January 25, 2023 through February 24, 2023

Salary: Salary is commensurate with education and experience and starts at \$132,368.

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 ([HHS](#)), is inviting applications for a **Communications Specialist** in the Office of the Center Director ([OCD](#)). OCD provides vision, leadership and strategic direction for the Center regarding the regulation of medical devices and radiation-emitting products.

Position Summary:

Reporting directly to the OCD Associate Director for Strategic Communications, you will serve as advisor to the Associate Director, senior leadership, and Center executives. You will monitor and track medical inquiries to the Center, develop and implement center-wide communication procedures for content consistency, and develop, manage, and execute comprehensive strategic communication plans that promote and advance the Center's values, vision, and mission.

Duties/Responsibilities:

The Communications Specialist also performs the following duties:

- Monitors and tracks media inquiries to the Center; reviews and tracks inquiries for consistency and common trends; creates communication metrics through content research and analysis; develops streamlined communication for intended audience based on received inquiries; ensures communication is consistent across all Center organizational platforms when responding to received inquiries. Develops inquiry responses based on center goals and strategic messaging.
- Identifies critical and complex issues that will require strategic messaging and timely dissemination of information. Develops communications of a technical or highly sensitive

nature, that can be translated through appropriate communication tools, intended for the appropriate audience.

- Creates informational materials designed to reach targeted audiences through a variety of media outlets, including CDRH statements, blogs, op-eds, and graphics.
- Evaluates challenges and barriers in communications activities; compiles and presents research findings to leadership and key stakeholders; prepares direct communication that identifies the center's position on public health activities; creates communication charters that represent the Center Directors expectations, goals, and position on targeted subject matters
- Monitors and evaluates the progress of communication plans; identifies problems and unanticipated issues that may be cause for change in the communication plans; provides counsel and guidance to the Associate Director for Strategic Communications and the Center Director.
- Collaborates with communication counterparts within Center, Agency, and HHS to develop aligned content that addresses targeted activities associated with public health.

Professional Experience/Key Requirements:

To qualify for this position, you must demonstrate in your resume the necessary qualifying experience for this position, which is equivalent to the following:

- Leading, coordinating, or managing strategic communication activities and programs relating to communication and marketing.
- Supporting media relations strategies and press outreach.
- Drafting and implementing communication strategies and plans for an organization.
- Developing communication materials for professional and lay audiences.

Desirable Qualifications/Experience:

- Ability to work collaboratively with a diverse cadre of customers and stakeholders.
- Ability to build and work effectively within teams.
- Ability to prioritize and make critical decisions.

Basic Qualifications: Applicants must meet the specific qualification requirements of the following applicable occupational series: Communications Specialist ([1001](#)).

How to Apply:

Prior to applying, please see the following instructions:

- Documents to submit: electronic resume or curriculum vitae, copy of transcripts, and cover letter describing why you are uniquely qualified for this position
- Compile all applicant documents into **one combined document (i.e., Adobe PDF)**
- Include Job Reference code "**Communications Specialist (OCD)**" in the email subject line.
- Email comprehensive applicant package/document to CDRHRecruitment@fda.hhs.gov.

Conditions of Employment:

- United States Citizenship is required.
- One-year 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 is a 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. 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 / FDA is an equal opportunity employer with a smoke free environment.