



**Title 21 Vacancy Announcement**  
**U.S. Department of Health and Human Services (HHS)**  
**Food and Drug Administration (FDA)**  
**Center for Drug Evaluation and Research (CDER)**  
**Office of Management (OM)**

**Application Period:** March 31, 2023 – April 14, 2023

**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

**Series:** AD-0343

**Location(s):** Silver Spring, MD

**Salary:** Starting at \$132,368

**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 and effective drugs are available to improve the health of people in the United States. CDER regulates over-the-counter and prescription drugs,

including biological therapeutics and generic drugs.

The mission of the Office of Management (OM) to provide trusted, timely management information and services with our diverse, empowered workforce of professionals who enable the Center for Drug Evaluation and Research to achieve its public health goals and objectives.

The Division of Budget and Resource Management (DBRM)'s Acquisitions Support Branch (ASB) oversees CDER's acquisition planning, and proactively provides acquisition assistance, advice, review, analysis, and problem-solving for new, existing, or impending acquisitions, contracts, interagency agreements (IAAs) and grants. ASB serves as a liaison between the Food and Drug Administration's (FDA) Office of Acquisitions and Grants Services (OAGS) and CDER programs related to the Center's Annual Acquisition Plan to ensure timely and proper execution of contracts, grants, and inter-Agency/reimbursable agreements. ASB coordinates the outreach activities within CDER and the business community, providing information on CDER and the FDA's acquisitions and responding to requests for information. ASB manages the Center's purchase card program by providing financial oversight and overall program administration services, such as budget tracking, conducting periodic audits, issuing budget advisories and program policy changes, providing staff training, and serving as a liaison to OAGS.

## Duties/Responsibilities

As the **ASB Branch Chief** in the Division of Budget and Resource Management (DBRM) the incumbent assumes primary responsibility for ensuring that centralized acquisition services are provided to the Center's Super Office and is a liaison with OAGS to ensure the timely execution of the Center's budget.

- The incumbent serves as a liaison by providing guidance and expertise on contracting process to include pre-award and post-award processes for the Center; providing customer service to CDER stakeholders.
- The incumbent serves as a liaison with the FDA Office of Acquisitions and Grants Services (OAGS) and with other contracting organizations within DHHS and with participating federal agencies regarding interagency Agreements.
- The incumbent oversees and plans for CDER's acquisitions and analyses and reviews new, existing, planned or impending acquisitions, contracts, inter-agency agreements, and grants in collaboration with OAGs.
- Serves as Contracting Officer's Representative (COR)/Project Director; assists program offices with the appropriate protocol in evaluation of proposals. Supports and collaborates with program offices in the development of complex statements of work (SOW) and provides assistance with acquisition packages, and CBAPs data entries.
- The incumbent assists the program office with the development of proposal evaluation criteria and oversees the proposal evaluation process within the Center.
- The incumbent manages the Center's purchase card program, providing financial control administration services, including budget tracking, conducting periodic audits, issuing budget advisories and program policy changes, providing staff training, and serving as liaison to OAGS.

**Supervisory Responsibilities:** Supervises and evaluates analysts and staff who serve as experts. Provides occupational specific technical and administrative direction and supervision 25 percent or more of the time to subordinate supervisors and staff performing the work and functions of the organizational unit. Evaluates the work performance of subordinates; provides advice, counsel, and instruction on both work and administrative issues; interviews candidates for positions. Provides employees with resources and information that ensure a safe and healthy work environment. Recommends employee promotions and recognition. Approves leave, within-grade increases, overtime, and/or employee travel.

## 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:** N/A

**ASB Branch Chief - Program and Analysis Series, AD-0343**

There are no Individual Occupational Requirements for this series.

For more information please see: [OPM Occupational Series Qualification Requirements.](#)

**Desired Professional Experience:**

Our ideal candidate will possess:

- Knowledge and experience in government programs, contract management, reporting, applying Federal rules and regulation (i.e., Federal Acquisition Regulation, Small Business Administration procurement requirements) applicable to managing within the procurement/acquisition environment at the Center.
- Demonstrated ability to identify and analyze problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- Expert ability to provide strong customer service and work with staff at all levels of the organization and varying levels of domain expertise; excellent listening skills, and a commitment to communicate in a timely manner.
- Ability to communicate in a timely manner and respond to ad hoc inquiries, to present information, and to solicit information that contributes to management studies.
- Ability to plan and coordinate projects involving the input of groups and individuals with different views and priorities.
- Ability to work independently and as a contributing, collaborative team member, with few ego needs.
- Ability to organize time effectively, determine priorities, and move work forward.
- Certification as a COR Level III and FACTC II or III is highly recommended.

## 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/High Risk

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 the 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 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.<sup>5</sup> 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 **April 14, 2023**, to: Michael Tuthill at [Michael.Tuthill@fda.hhs.gov](mailto:Michael.Tuthill@fda.hhs.gov). Candidate resumes may be shared with hiring official within the CDER/OM with a similar job vacancy. Candidates can opt out of this process by annotating resume with “do not share.” For questions, please contact Michael Tuthill at [Michael.Tuthill@fda.hhs.gov](mailto:Michael.Tuthill@fda.hhs.gov).

## Announcement Contact

For questions regarding this Cures position, please contact: [CDER-OM-IO-AdminTeam@fda.hhs.gov](mailto:CDER-OM-IO-AdminTeam@fda.hhs.gov).

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

*FDA is an equal opportunity employer.*

