



**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)**

**Application Period:** May 4, 2023 – June 3, 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:** Communications Officer (OCD)

**Series:** 0301

**Location(s):** Remote Eligible position

**Salary:** Salary is commensurate with experience and starts at \$112,015.

**Work Schedule:** Full Time

**Cures Band(s):** Band C

**Full Performance Band Level:** Band C

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

**Bargaining Unit:** 3591

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 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 Officer** 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.

## Duties/Responsibilities

The **Communications Officer** performs the following duties:

- Responds to and clears responses to members of the trade media concerning CDRH priorities and sensitive and complex policy issues.
- Provides daily media clips to CDRH leadership and ensures daily and regular media monitoring of CDRH to ensure fact checking and misinformation tracking.
- Studies the effectiveness of media engagement, conducts assessments and evaluations to ensure objectives were met, and identifies quality improvements for improving effectiveness to OCD communications leadership. Works with appropriate team members

to develop clear, concise key messages and reactive Q and A (Questions and Answers) and other communications documents.

- Arranges trade media interviews and preparation sessions for CDRH spokespeople.
- Develops and cultivates strong working relationships with key CDRH and FDA offices, officials and delivers outstanding customer service skills.
- Works with OCD communications leadership to provide media relations counsel to senior CDRH officials about newsworthy and sensitive issues.

Supports in creating informational materials designed to reach targeted audiences through a variety of media outlets, including CDRH statements, blogs, op-eds, and graphics.

## 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.

In order 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:** [Miscellaneous Administration and Program Series, 0301](#)

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

- Experience in managing proactive/reactive media relations programs involving complex regulatory and scientific topics.
- Experience in media relations with a proven record of successful media placements with traditional and digital media outlets.
- Ability to build collaborative and mutually beneficial working relationships with a diverse cadre of customers and stakeholders.
- Ability to work under time-sensitive deadlines and manage multiple projects, simultaneously.
- Experience with medical device industry and consumer media relations.

## 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](#).

## How to Apply

Prior to applying, please see the following instructions:

- Submit an electronic resume or curriculum vitae, a cover letter containing a summary of accomplishments and why you're interested in this position.
- Include Job Reference code "**Communications Officer (OCD)**" in the email subject line.
- Email applicant package to [CDRHRecruitment@fda.hhs.gov](mailto:CDRHRecruitment@fda.hhs.gov).
- Visit [CDRH Jobs](#) to see additional opportunities.

## Conditions of Employment

- U.S. Citizenship requirement or proof of being a U.S. National must be met by closing date.
- One-year supervisory probationary period may be required.
- All applicants born male, on (or after) 12/31/1959, must be registered with the [Selective Service System](#) OR have an approved exemption.
- 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.
- Financial Disclosure 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.

## Public Health Services Commissioned Corps Officers

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.

## 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 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](#).

## 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.

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