



**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 Management (OM)**

**Application Period:** September 6, 2023 – October 5, 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:** Executive Officer/Office Director

**Location(s):** Remote Local Eligible (Silver Spring, MD)      **Salary:** Salary is commensurate with education and experience and starts at \$213,491.00

**Work Schedule:** Full Time

**Cures Band(s):** Band G      **Full Performance Band Level:** Band G

**Travel Requirements:** This position requires less than 25% travel      **Supervisory:** Yes

**Bargaining Unit:** 8888

**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

*Are you looking to make a difference in the lives of the American people? Your ideal position is waiting for you at the U.S. Food and Drug Administration! The FDA proudly serves as the regulatory, scientific, public health and consumer protection Agency responsible for ensuring that all human and animal drugs, medical devices, cosmetics, foods, food additives, drugs and medicated feeds for food producing animals, tobacco and radiation emitting devices are safe and effective.*

At the Center for Devices and Radiological Health, the medical devices regulatory arm of the FDA and the Department of Health and Human Services, we are building a diverse, inclusive,

and dynamic workforce whose mission is to protect and advance public health by ensuring and facilitating medical device safety and innovation.

As a member of the FDA's Executive Officer community, you will serve amongst an elite cadre of Executives charged with providing strategic leadership, upholding a commitment to public service, and advancing the parallel missions of the HHS and FDA. As our new Executive leader, you will collaborate with colleagues and stakeholders from diverse administrative, scientific, and regulatory backgrounds, to ensure the strategic goals and objectives of the Department and Agency are pursued in a collegial, interdisciplinary, and transparent manner. As a member of this Executive community, you will influence the direction of innovation and transformation of the Federal Government and lead and mentor the next generation of public servants.

## Duties/Responsibilities

The CDRH Executive Officer (EO), who also serves as the OM Director, is a member CDRH's Executive Leadership community. Reporting directly to the CDRH Center Director, you will serve as the primary authority and principal advisor on all administrative matters, direct all management activities, and ensure the uniformed, transparent adoption and advancement of Departmental and Agency initiatives across our organization. Your stewardship will be instrumental in transforming administrative activities from transactional processes and practices to strategically focused business solutions that directly support the FDA's mission. Specifically, you will oversee and lead the Center's strategic human capital management activities, our diversity, equity, inclusion, and belonging program, our employee engagement initiatives, the Center's acquisition and competitive sourcing activities, integration of budget and performance goals, and fiscal oversight of User Fee and appropriated funds. As you perform these responsibilities, you will have the opportunity to collaborate with your peers across the FDA and throughout the Department to establish, cultivate, and sustain communities of practice in all administrative, operations, and fiscal management areas.

As an Executive with a wealth of Federal Government experience, you will serve as a principal advisor to Agency and Center officials, as well as CDRH managers and supervisors on matters regarding administrative management, laws, regulations, policies, and procedures. Utilizing your expertise in the human capital, fiscal and contractual management, as well as other operational areas, your advice and counsel will be sought regarding the Center's programs and their impact on the strategic plans, goals, and objectives of CDRH. As the Executive Officer, you will be the catalyst and chief advisor for the CDRH Center Director, accompanying or representing them at Department, Agency, and Center meetings. You will build and cultivate relationships across the Center, Agency, Department, and Congress to foster alignment around proposed and/or recommended strategic priorities of the Agency and Center designed to build capacity, reinforce infrastructure, and address outdated methodologies and promote new organizational efficiencies.

During times of transition, you will provide steady leadership and manage change to ensure continued optimal organizational performance. You will provide sound guidance and

leadership to the Center and create strategic innovations facilitating the continued advancement of our important public health mission. Your direction will be vital in the Center's ability to realize its strategic vision and plan, as well as those policies, priorities, and programs designed to facilitate successful implementation. You will model organizational accountability, agility, and inclusivity and welcome suggestions from all generations/ facets of the workforce to foster innovation to address and overcome new and unexpected challenges.

## Supervisory Responsibilities

As the Executive Officer and Director for the OM, you will set the strategic vision, goals, and objectives for the Office. You will plan, direct, and delegate duties ensuring the timely completion, performance, and high quality of work products developed by the Office. As such, you will evaluate and adjust priorities and timeframes for completion of deliverables and provide direction and guidance to other Center executive level officials, subordinate managers, supervisors, and staff. You will monitor and determine the staffing and budget needs of the Office.

## Desired Professional Experience

- Proven Senior leader with a minimum of five (5) years executive-level Federal Government experience managing administrative and/or operational functions with a similar scientific, regulatory, health care, or public health mission.
- Demonstrated ability to partner and collaborate effectively across organizational lines to build and foster strong and sustainable working relationships.
- Demonstrated ability to successfully address, navigate, and chart positive paths forward to bring satisfactory closure to high profile, controversial, sensitive, and rapidly changing issues and programs in an environment that is highly visible.
- Proven ability to develop and implement a strategic vision and facilitate organizational change to advance new initiatives.
- Demonstrated ability of fostering and instilling a diverse workforce culture for a multidisciplinary staff that embraces, respects, and supports differences while promoting professional development, collaboration, and inclusion.

## How to Apply

Submit resume **and** cover letter by **October 5, 2023**, to [CDRHRecruitment@fda.hhs.gov](mailto:CDRHRecruitment@fda.hhs.gov).

You are encouraged to submit your resume/cover letter prior to the deadline. The hiring official will begin review of resumes for consideration as they are received.

Please adhere to the following submission protocol:

1. **One page cover letter and resume (limited to no more than five pages) should be one combined PDF document.**
2. **Please reference CDRH Executive Officer/ OM Director in the subject line of your email submission.**

PHS Commissioned Corps Officers interested in performing the duties of this position within the Commissioned Corps (CC) 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.

## 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.
- 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.

## Security Clearance Requirements

Background Investigation/Security Clearance Requirements: Public Trust with a risk level of **High**

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.

## 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

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

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.

## Announcement Contact

For questions regarding this Cures position, please contact [CDRHRecruitment@fda.hhs.gov](mailto:CDRHRecruitment@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.*

