



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 Pharmaceutical Quality (OPQ)
Office of Biotechnology Products (OBP)

Application Period: September 13, 2023 – September 27, 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.

Commissioned Corp Officers are eligible to apply. Appropriate for O-6 billet.

Position: Division Director

Series: AD-1320/0403/0401

Location(s): Silver Spring, MD

Salary: Starting as \$177,123

Work Schedule: Full Time

Cures Band(s): Band F

Full Performance Band Level: Band F

Travel Requirements: 25% or less

Bargaining Unit: 8888

Relocation Expenses Reimbursement: Will not be paid.

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 the over the counter (OTC) and prescription drugs, including biological therapeutics and generic drugs.

The Office of Pharmaceutical Quality (OPQ) oversees and coordinates the overall regulation of human pharmaceutical quality within CDER, including submission review, manufacturing facility assessment, and surveillance of the quality of marketed pharmaceutical products.

The Office of Biotechnology Products (OBP) serves as OPQ's centralized regulatory resource on biotechnology drug assessment and research. OBP regulates biological products and biosimilar biological products and supports OPQ in the overall regulation of human pharmaceutical quality.

Duties/Responsibilities

As **Division Director**, the incumbent partners with the Office Director and Deputy Office Director in providing scientific leadership and management of review, regulation, and research assuring the safety, efficacy, and quality of biological products and biosimilar biological products as specified by the Public Health Service (PHS) Act and applicable provisions of the Federal Food, Drug & Cosmetic (FD&C) Act through their product lifecycle.

- Collaborates with the Office Director to formulate and develop short-term and long-range goals, policies, and standards for assessment of investigational new drugs (INDs), biological product license applications, post-market manufacturing supplements and pre-license/pre-approval inspections.
- Provides leadership and guidance to the division on matters related to the execution of appropriate actions on INDs related to therapeutic biological products and subsequent amendments.
- Provides leadership and technical authority involving the development and implementation of manufacturing standards for the efficacy and quality assessment of drugs.
- Manages collaborative research and contract support activities in the areas of immunology, biochemistry, and chemistry required for the regulation of therapeutic biological products.

Supervisory Responsibilities: Manages the functional discipline, providing leadership and management oversight to subordinate staff. Supervises and evaluates staff of branch chiefs who serve as experts in their field. Provides occupational specific technical and administrative direction and supervision 25 percent or more of the time to subordinate staff performing the work and functions of the organizational unit. Obtains and identifies strategic objectives for the organization.

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:

Chemist, AD-1320 Series:

Degree: physical sciences, life sciences, or engineering that included 30 semester hours in chemistry, supplemented by course work in mathematics through differential and integral

calculus, and at least 6 semester hours of physics. Or a combination of education and experience with course work equivalent to a major listed, including at least 30 semester hours in chemistry, supplemented by mathematics through differential and integral calculus, and at least 6 semester hours of physics, plus appropriate experience, or additional education. Please review the entire Individual Occupational Requirement (IOR) to confirm the minimum education requirements in the following link.

[Biologist, AD-0401 Series:](#)

Degree: biological sciences, agriculture, natural resource management, chemistry, or related disciplines appropriate to the position. Or a combination of education and experience with courses equivalent to a major listed plus appropriate experience or additional education.

[Microbiology, AD-0403 Series:](#)

Degree: microbiology; or biology, chemistry, or basic medical science that included at least 20 semester hours in microbiology and other subjects related to the study of microorganisms, and 20 semester hours in the physical and mathematical sciences combining course work in organic chemistry or biochemistry, physics, and college algebra, or their equivalent. Or a combination of education and experience with courses equivalent to a major listed plus appropriate experience or additional education.

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

Desired Education:

Our ideal candidate will possess a graduate level or higher degree in a technical field from an accredited institution.

Desired Professional Experience:

Our ideal candidate will possess:

- Demonstrated skill in applying leadership principles and concepts, managing, and leading a diverse interdisciplinary staff.
- Knowledge of the regulatory assessment process and project management skills.
- Demonstrated managerial experience in diverse organizations.
- Ability to identify internal and external politics that impact the work of the organization. Perceives organizational and political reality and acts accordingly.
- Demonstrated ability to develop networks and build alliances; collaborates across boundaries to build strategic relations and achieve common goals
- Successful experience in organizational change management.
- Ability to work independently and as a contributing, collaborative team member.
- Ability to organize time effectively, determine priorities, and move work forward.

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.

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. 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 accommodation to have an equal opportunity to apply for a job. An employee with a disability needs accommodation to perform the essential job duties or to gain access to the workplace. An employee with a disability needs 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

All qualified candidates will access a virtual interview platform via [HireVue](#) where you will be directed to record answers to screening questions. Recordings to all questions must be complete before the conclusion of the announcement period for application packages to be considered completed. Your recorded answers, cover letter, and [resume](#) should be uploaded to your HireVue profile by **September 27, 2023**.

Please send copies of your transcripts to OPQOBPRrecruitment@fda.hhs.gov not later than **September 27, 2023**. If you have foreign transcripts, please submit the foreign transcript course-by-course evaluation from an accredited company ([NACES](#) or [AICE](#)). Candidate resumes may be shared with hiring officials within CDER with a similar job vacancy. Candidates can opt out of this process by annotating resume with “do not share”. This pool of candidates may be used to fill vacant positions through December 30, 2023.

Please reference Job Reference ID: **OBP Division Director** in the email subject line.

How You Will Be Evaluated

Candidates may be evaluated based on an interview, review of requested work samples, writing samples, most recent performance evaluation(s), professional references, results of an oral presentation or work-related test. Failure to comply with any of the additional assessment requirements will result in removal from further consideration.

Announcement Contact

For questions regarding this Cures position, please contact OPQOPPQRecruitment@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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