



**Title 21 Cures Vacancy Announcement**  
**Department of Health and Human Services (HHS)**  
**Food and Drug Administration (FDA)**  
**Center for Biologics Evaluation and Research (CBER)**  
**Office of Regulatory Operations (ORO)**  
**Division of Information Technology (DIT)**  
**Program Management and Analysis Branch (PMAB)**

**Application Period:** December 12, 2023 – December 18, 2023

**Area of Consideration:** FDA-wide

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:** 2210

**Location:** Remote Eligible

**Salary:** Starting at \$126,233

**Work Schedule:** Full Time

**Telework Eligible:** Yes

**Cures Band:** D

**Full Performance Band Level:** D

**Travel Requirements:** 25% or less

**Bargaining Unit:** 8888

**Note:** Incentives may be authorized; however, this is contingent upon funds availability. If authorized, certain incentives will require you to sign a service agreement to remain in the Federal government for a period of up to 3 years. Note: This statement does not imply nor guarantee an incentive will be offered and paid. Incentives include the following: moving expenses, recruitment, or relocation incentive; student loan repayment, superior qualifications appointment, creditable service for annual leave for prior non-federal work experience or prior uniformed military service, etc.

**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.

CBER is a Center within FDA that regulates biological products for human use under applicable federal laws, including the Public Health Service Act and the Federal Food, Drug and Cosmetic Act. CBER protects and advances the public health by ensuring that biological products are safe and effective and available to those who need them. CBER also provides the public with information to promote the safe and appropriate use of biological products.

The Office of Regulatory Operations (ORO) is responsible for managing the review process and associated activities used to support CBER in facilitating the regulation and review of biological products, drugs, devices, and combination products. These responsibilities include development and governance of regulatory business processes; data standards; regulatory

data analysis; program evaluation; resource utilization; user fee management; electronic submission management; and special initiatives. ORO manages CBER's Information Technology investments throughout their lifecycle to support and ensure CBER's review, scientific, and administrative needs are met.

### Duties/Responsibilities

The incumbent serves as the Branch Chief for the Program Management and Analysis Branch (PMAB) within the Division of Information Technology (DIT) under the Office of Regulatory Operations (ORO). This position reports to the Director of DIT. As the Branch Chief, the incumbent oversees the activities and functions related to the Branch.

#### Specifically, the Division Director will:

- Direct the Information Technology (IT) program management, contract management and oversight, Contractor Officer Representative (COR) functions, IT contracts creation, procurement and evaluations.
- Lead the Capital Planning and Investment Control (CPIC), IT budget and investment, IT funds control, and the FDA intra-center cost allocations. In this capacity, participate in the acquirement of IT products (cloud, software, hardware, and network), manages the Enterprise Performance Life Cycle (EPLC), and supervises vendor relationships.
- Deliver support for the Center's IT governance, functional areas, and integrated project teams.
- Provide executive leadership and management of a diverse, interdisciplinary staff of FDA employees and additional contract staff.
- Provide technical and administrative direction to subordinate employees performing the work and functions of the Branch.

#### Supervisory Responsibilities:

**Organizational Management:** Manages a Branch.

**Program Management:** Runs multiple projects. Identifies best uses of available resources to achieve tasks. Identifies projects needed to achieve activities.

**Resource Management:** Determines best use of resources to achieve tasks. Identifies resource needs for multiple projects.

**Personnel Performance Management:** Counsels and rates immediate subordinates.

**Human Capital Management:** Conducts or arranges actions to meet employee competency goals; identifies personnel in need of competencies.

### 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.
- 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.

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:**

Candidates must possess the required individual occupational requirements to qualify for the appropriate series applicable to the position. Please use the following link to determine the series for which you qualify: <https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=List-by-Occupational-Series>

#### **Desired Professional Experience:**

- Experience or Familiarity with CPIC, EPLC;
- Experience managing government IT contracts;
- Demonstrated experience managing similar size organizations;
- Familiarity with information technology governance;
- Ability to build and work effectively within teams; and
- Ability to prioritize and make critical decisions.

#### **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: 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.

#### **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](#).

#### How to Apply

Please submit electronic resume or curriculum vitae (please be sure to clearly define the number of years using month and year training completed, in addition to describing duties performed during that time period), copy of your transcripts (unofficial), SF50 (if applicable), latest PMAP (if applicable) and letter of interest with **“CBER/ORO/DIT/PMAB Branch Chief”** in the subject line to: [CBERHumanCapital@fda.hhs.gov](mailto:CBERHumanCapital@fda.hhs.gov). Applications will be accepted through **December 18, 2023**.

Learn more about [disability employment and reasonable accommodations](#) or [how to contact an agency](#).

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

*FDA is an equal opportunity employer.*

