



**Title 21 Vacancy Announcement**  
**Department of Health and Human Services (HHS)**  
**U.S. Food and Drug Administration (FDA)**  
**Office of the Commissioner**  
**Office of Policy, Legislation and International Affairs**  
**Office of Global Policy and Strategy**  
**Office of Global Operations**  
**Immediate Office**

**Application Period:** January 26, 2024 – February 26, 2024

**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:** International Relations Specialist

**Series:** 0131

**Location:** Silver Spring, Maryland

**Salary:** Starting at \$139,395

**Work Schedule:** Full Time

**Cures Band(s):** Band D

**Full Performance Band Level:** Band D

**Travel Requirements:** 25%

**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 or Agency) 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 Office of Global Policy and Strategy (OGPS) is to protect and promote the public health of Americans by effectively advancing FDA's public health mission globally. OGPS

performs foreign inspections, and provides executive oversight, strategic leadership, and policy direction on FDA's global engagements including information sharing, international standards development, trade relations, and collaboration activities with partner regulatory authorities or multilateral institutions.

## Duties/Responsibilities

- Performs a variety of highly complex and demanding assignments relating to the establishing and improvement of program(s) implementation regarding regulated activities occurring outside the United States relating to medical products and to imported regulated medical products, and other duties as assigned.
- Serves as a technical advisor and an authority on policies and procedures covering a wide-range of FDA medical product programs and is responsible for developing and managing a range of cross-cutting, complex, program-specific implementation activities with guidance from OGO leadership and in collaboration with FDA foreign office leadership; coordinates and supports the conceptualization, establishment, review, and revision of program implementation as necessary to enable and ensure sound approaches and processes to mission accomplishment and assists in eliminating any impediments to full implementation.
- Provides technical and policy advice on commodity-specific program implementation, including the coordination of FDA Centers/Offices program staff with OGO's foreign offices' staff conducting implementation activities around the globe; articulates and communicates to foreign office staff actionable events, milestones, and/or program issues under review, and deadlines and time frames for completion.
- Coordinates with the International Program and Policy Analysts (IPPA) team in the selection and application of the appropriate technical program strategies, outreach plans and materials developed for use with the foreign offices.
- Stays abreast of new developments in the area of responsibility within the strategic national/ sub-regional and regional remits of foreign posts and monitors and tracks new legislation, guidelines, or policy initiatives in order to provide guidance to and review work of IPPA staff and to brief higher agency officials; analyzes public health, scientific, and regulatory issues within a global context in assigned work areas and assesses their impact on Agency interests.

Supervisory Responsibilities: N/A

## 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 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. This position requires a Non-Sensitive Low Risk background check.

## 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:**

Degree: major or equivalent, or a combination of courses totaling at least 24 semester hours in international law and international relations, political science, economics, history, sociology, geography, social or cultural anthropology, law, statistics, or in the humanities; or 12 semester hours in one of the above disciplines and 12 semester hours in statistics/quantitative methods.

or

Combination of education and experience: courses equivalent to a major, or a combination of related courses totaling at least 24 semester hours, in one or more of the social sciences, or in the humanities, as shown in A above, plus appropriate experience or additional education.

or

Experience: four years of appropriate experience in one or more of the fields listed above in work associated with international organizations, problems, or other aspects of foreign affairs.

**Desired Education:** Competitive candidates will have earned an advanced scientific, management, or social science degree.

**Professional Experience:** Experience providing, promoting, recommending, improving, and/or advising leadership on decision making with policy, strategic goals, public policies or programs, operations, laws, and regulations.

### Desired Professional Experience:

- Ability to work with multi-disciplinary officials or groups.
- Priority will be placed on candidates with recent management experiences in driving continual improvement and change management.
- Must have strong knowledge of FDA policies, procedures, and statutory authorities as well as an understanding of how products are regulated by foreign counterparts.

## Security Clearance Requirements

Background Investigation/Security Clearance Requirements: Non-Sensitive Low Risk Background Check

## 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.

## How to Apply

Submit resume or curriculum vitae with cover letter by February 26, 2024 to:

[Randi.Bretous@fda.hhs.gov](mailto:Randi.Bretous@fda.hhs.gov). **MUST VERIFY U.S. CITIZENSHIP WITH APPLICATION EMAIL. CONSIDERATION WILL NOT BE GIVEN IF U.S. CITIZENSHIP IS NOT INCLUDED IN APPLICATION EMAIL. SELF-DECLARATION IS SUFFICIENT.** Candidate resumes may be shared with hiring official within the Office of Global Policy and Strategy with a similar job vacancy. Candidates can opt out of this process by annotating resume with “do not share”. For questions, please contact Randi Bretous, 301-557-0995. Please reference Job Reference ID: 24-OGPS-21-HQ

## Announcement Contact

For questions regarding this Cures position, please contact Randi Bretous, 301-557-0995, [RandiBretous@fda.hhs.gov](mailto:RandiBretous@fda.hhs.gov).

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

*FDA is an equal opportunity employer.*

