



**Title 21 Vacancy Announcement**  
**Department of Health and Human Services (HHS)**  
**Food and Drug Administration (FDA)**  
**Center for Drug Evaluation and Research (CDER)**  
**Office of Executive Programs (OEP)**  
**Division of Learning and Organizational Development (DLOD)**

**Application Period:** March 4, 2024 – March 15, 2024

**Area of Consideration:** Open to current FDA employees. 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:** Division Director, Division of Learning and Organizational Development (DLOD)

**Series:** AD-1712

**Location(s):** Silver Spring, MD

**Salary:** Starting at \$176,300

**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:** 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 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 over-the-counter (OTC) and prescription drugs, including biological therapeutics and generic drugs. CDER is looking for leaders with a commitment to scientific excellence and innovative thinking to lead a dynamic and diverse organization.

The Office of Executive Programs (OEP) coordinates the operations of the Office of the Center Director, ensuring that the goals and priorities of the Center Director are carried out.

The Division of Learning and Organizational Development (DLOD) directs, develops, manages, coordinates and evaluates CDER's overall customer-focused, competency-based professional training program.

## Duties/Responsibilities

As Director for the Division of Learning and Organizational Development (DLOD, the incumbent is responsible for leading and implementing the Center's training and employee development strategy. The Director collaborates with Office Directors across CDER to improve Center-wide, office, team, and individual performance by diagnosing training and development needs, and designing and delivering leadership and organizational development programs, scientific and regulatory education activities, and instructional design and delivery services. The Director oversees FDA's Continuing Education (CE) program and directs the organization's center-wide training and developmental program for professional, scientific, technical managerial, and support functions. The incumbent provides leadership and direction for three subordinate branches, specifically 1) the Leadership and Organizational Development Branch, 2) the Training Design and Delivery Branch, and 3) the Scientific and Regulatory Education Branch, as well as the Accreditation Program and an Immediate Office.

As the Director, Division of Learning and Organizational Development (DLOD), the incumbent:

- Coordinates with the Director, Office of Executive Programs (OEP), and seeks input and alignment from CDER's Executive Committee to spearhead the formulation of the basic policies and operational philosophies which guide organizational and learning development within the Center.
- Develops and maintains advisory relationships with Center offices and subject matter experts to solicit input for, or to deliver training and development programs for FDA's workforce and supports the development, review, and regulation of medical products across CDER. Serves as the Chair of CDER's Learning Coordination Committee and as the CDER representative on FDA's Learning and Development Community.
- Oversees the CDER Dynamic Leadership Program (CDLP), which serves as the Center's primary leadership development program to promote organizational effectiveness for staff at all levels in their career.

- Leads and oversees administration, analysis, and action planning for the Federal Employee Viewpoint Survey (FEVS) for CDER. Provides leadership over CDER results analysis and action planning for the Center Director.
- Initiates and manages organizational development and effectiveness strategies and interventions, including employee engagement, core values implementation, and workplace culture programs.
- Oversees the acquisition and procurement of external resources required to deliver a wide variety of training and organizational development solutions utilizing performance consulting skills and external experts, to support strategic plans and key initiatives of the different work units within CDER.
- Oversees and manages budget for CDER-wide training programs.

**Supervisory Responsibilities:** Responsible for the overall management and direction of several functional disciplines, including training specialists, regulatory health education specialists, instructional system specialists, and organizational development specialists. Supervises and evaluates staff who serve as experts in their field, including scientific, professional, technical, and administrative personnel. 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. Oversees the coordination and/or development of internal/external training and development programs for OEP, to include the identification of training, development, and certification needs and requirements for all job functions in OEP. Ensures the Division’s goals, objectives, work plans, and products are in accordance with the organization’s strategic plan, mission, vision, and values.

## 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.

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:** Major study in an academic field related to education or a subject area related to the position to be filled.

### **Professional Experience:**

Experience that demonstrated a practical knowledge of the subject area of the position and of the methods and techniques of instruction. Examples of qualifying specialized experience include:

- Teaching or instructing in an adult education program, secondary school, college, military installation, or industrial establishment in the appropriate field(s).
- Supervising or administering a training program.
- Development or review of training/course materials, aids, devices, etc., and evaluation of training results.
- Work in the occupation or subject-matter field of the position to be filled that required training or instructing others on a regular basis.

### **Desired Professional Experience:**

Our ideal candidate will possess:

- Leadership experience administering or developing a training or development program

for a large organization.

- Knowledge and ability to apply organizational development principles.
- Ability to develop innovative and effective solutions to complex training issues.
- Ability to grow and develop internal teams and stakeholders who can thrive in delivering programs.
- Demonstrated experience interacting with diverse functional stakeholders, including executives.
- Demonstrated experience managing and supervising subordinate managers.
- Demonstrated experience undertaking unique training and development challenges, as well as the operational needs and requirements, for a diverse workforce.
- Proven expertise in identifying and resolving technical and programmatic issues related to cost, schedule, performance, and risk.
- Demonstrated experience with creative and innovative educational design and delivery methods.

## 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

If not previously completed, 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 these 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 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

How to Apply: Submit resume or curriculum vitae with cover letter by **March 15, 2024** to: [CDER-OCD-OEP-Hires@fda.hhs.gov](mailto:CDER-OCD-OEP-Hires@fda.hhs.gov). Candidate resumes may be shared with hiring official within the Center for Drug Evaluation and Research (CDER) with a similar job vacancy. Candidates can opt out of this process by annotating resume with "do not share". For questions, please contact [CDER-OCD-OEP-Hires@fda.hhs.gov](mailto:CDER-OCD-OEP-Hires@fda.hhs.gov). Please reference Job Reference ID: **S-21-654-F**

## Announcement Contact

For questions regarding this Cures position, please contact [CDER-OCD-OEP-Hires@fda.hhs.gov](mailto:CDER-OCD-OEP-Hires@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.*

