



**Title 21 Vacancy Announcement**  
**Department of Health and Human Services (HHS)**  
**Food and Drug Administration (FDA)**  
**Office of the Commissioner (OC)**  
**Office of the Chief Scientist (OCS)**

**Application Period:** March 12, 2024 through April 11, 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:** Staff Director (Supervisory)

**Series:** 0301 series

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

**Salary:** Salary is commensurate with education and experience and starts at \$163,964

**Work Schedule:** Full Time

**Cures Band(s):** Band E

**Full Performance Band Level:** Band E

**Travel Requirements:** Up to 25% Travel

**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 are safe and effective.

The Office of the Chief Scientist ([OCS](#)) in the Office of the Commissioner provides strategic leadership, coordination, and expertise to support scientific excellence, innovation, and capacity to achieve FDA's

public health mission.

The Advisory Committee Oversight and Management Staff (ACOMS) in OCS works to ensure consistent operations within the [FDA Advisory Committee](#) program; the FDA uses committees and panels to obtain independent expert advice on scientific, technical, and policy matters concerning FDA-regulated products.

## Duties/Responsibilities

The Staff Director, ACOMS, is responsible for providing leadership and management of FDA Advisory Committee oversight activities. The incumbent advises the Chief Scientist, other senior FDA officials, and personnel in FDA Centers and Offices on matters pertaining to the controls that ensure compliance with the Federal Advisory Committee Act (FACA), and other applicable Federal laws, Department of Health and Human Services (DHHS) and FDA policies and guidelines. The Staff Director performs the following duties:

- Directs the technical and regulatory activities of the ACOMS staff, providing leadership and guidance on matters related to the execution of FDA Advisory Committees.
- Engages and works closely with FDA Advisory Committee personnel in FDA Centers and Offices, to provide guidance on the establishment, staffing, and management of FDA Advisory Committees and facilitate smooth operation of program activities.
- Provides leadership and technical authority to ensure FDA Advisory Committee activities are consistent with the provisions of the FACA, other applicable Federal laws, DHHS and FDA policies, and related guidances and regulations.
- Utilizes expert knowledge on all issues related to the planning and implementation of Advisory Committee oversight and management activities for the execution of short- and long-range program goals.
- Identifies and assesses emerging, standing, complex, or precedent-setting issues impacting program operations and evaluates and leads changes to FDA Advisory Committee-related policies, procedures, and initiatives, as needed.
- Liaises with relevant DHHS and FDA offices on matters related to the FDA Advisory Committees

Supervisory Responsibilities: Manages multiple projects and provides leadership to a staff of approximately 12 personnel.

**Organizational Management:** Manages a Staff.

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

**Resource Management:** Consolidates and balances resource needs of multiple projects in a functional activity or Staff. 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:** Identifies ways to meet employee competency goals.

## 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 Tier 2 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.*

Title 21 Minimal Qualifications:

Degree: A law degree, specifically a LL.M. or J.D. The degree must be from an accredited program or institution.

OR

Experience: Comparable regulatory experience focused on interpreting laws, rules, regulations, or policies; or develop or analyze regulations and policies for regulated products.

Desired Professional Experience: Our ideal candidate will possess:

- Skills, experience, or education in public policy, public health, or related field
- Regulatory experience focused on laws, rules, regulations or policies; or developing or analyzing regulations and policies for regulated products.
- Demonstrated managerial experience in diverse organizations.
- Strong leadership, interpersonal, and communications skills.
- Proven experience working collaboratively to develop networks and build alliances with a diverse cadre of customers and stakeholders.
- Strong organizational skills, including effective time management, priority setting, and critical decision-making.
- Practical knowledge of Federal regulations related to the work of FDA Advisory Committees.

## 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: This position requires a Tier 2 security clearance.

## 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 April 11, 2024 to: OC-OCS Recruitment ([OC-OCS-Recruitment@fda.hhs.gov](mailto:OC-OCS-Recruitment@fda.hhs.gov)). Candidate resumes may be shared with hiring official within the Office of the Chief Scientist with a similar job vacancy. Candidates can opt out of this process by annotating resume with "do not share". For questions please contact OC-OCS Recruitment ([OC-OCS-Recruitment@fda.hhs.gov](mailto:OC-OCS-Recruitment@fda.hhs.gov)). Please reference Job Reference ID: OCS ACOMS Staff Director

## 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 OC-OCS Recruitment.

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

*FDA is an equal opportunity employer.*

