Title 21 Vacancy Announcement
Department of Health and Human Services (HHS)
Food and Drug Administration (FDA)
Center for Drug Evaluation & Research (CDER)
Office of New Drugs (OND)
Office of Oncologic Diseases (OOD)
Division of Oncology 3 (DO3)

Application Period: April 1, 2024 – April 5, 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.
Please see below criteria

Position: Deputy Division Director

Series: AD-0602

Location(s): Silver Spring, MD

Salary: Starting at $195,000

Work Schedule: Full-Time

Cures Band(s): Band E

Travel Requirements: 25% or less

Bargaining Unit: 8888 (Non-Bargaining Unit position)

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) 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 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 and prescription drugs, including biological therapeutics and generic drugs.

The Office of New Drugs (OND) is a dynamic, purpose-driven organization dedicated to the review of new drug applications (NDAs), interactions with the pharmaceutical industry and ultimately deciding whether the benefits of a drug outweigh the known risks. OND is a multi-disciplinary organization engaged in the oversight of human drug trials in the United States, in review of NDAs and biologics license applications (BLAs) for marketing drugs and therapeutic biologics in this country, and in regulating over-the-counter (OTC) drug products.

The Office of Oncologic Diseases (OOD) is responsible for making safe and effective drugs for cancer available to the U.S. public. OOD oversees development, approval, and regulations of drug treatments for cancer, therapeutic biologic treatments for cancer, therapies for prevention of cancer, and products for treatment of malignant hematologic conditions.

Duties/Responsibilities

As a **Deputy Division Director,** the incumbent will serve as the principal advisor to the Division Director and assists with providing leadership and technical direction to scientific review staff engaged in review and evaluation of Investigational New Drug Applications (INDs) and NDA application; provides scientific, clinical, and technical authority on all medical and scientific decisions and judgment i connection with the review and evaluation of drugs. Serves as an expert or consultant to high-level managers within the organization or to a broad consortium of experts and special interest groups who are seeking evaluations on problems that require long-range solutions.

- Assist with the creation of Division level plans for professional development of staff.
- Meets with direct reports to establish Individual Development Plans (IDP) and identify a mechanism to assess expertise gaps (current and future) within OND. Performance is evaluated in terms of personal observations, effectiveness, allocation of resources and achieving the required objectives.
- Provides employees with resources and information that insures a safe and healthy work environment.
- Hears and resolves complaints from subordinate staff, referring group grievances and more serious unresolved complaints to a high-level supervisory authority.
- Reviews work products periodically to ensure the work objectives are met. Ensures the effectiveness of the organization by finding and implementing ways to eliminate and reduce significant bottlenecks and barriers to productivity.
- Assigns work based on priorities, complexity of the assignments and the capabilities of the staff.

- Provides advice, counsel, or instructions to employees on, scientific, and clinical matters.
- Provides staff leadership and direction and advises the Office and Center directors in all matters related to the planning development, formulation, implementation, execution, administration, and coordination of activities which affect policies, programs and goals involving the safety and effectiveness of drug products intended for human use.
- Assists the Division Director with directing the review and evaluation of New Drug applications (NDAs) and Biologics License Applications (BLAs), amendments and supplements to determine if drugs are safe and effective; consults with other medical-scientific specialists in FDA for their opinions and/or discuss the particular drug/biologic application with individual physicians, specialists in universities, research foundations and other organizations who have performed pertinent clinical investigation of the drug or who have recognized expertise in the issue under question.
- Determines whether pre-clinical evaluation performed on new or marketed drugs are adequate to support clinical uses; manages the review of Investigational New Drug Applications (INDs); determines whether the protocols for study of such drugs relate to the establishment of evidence to evaluate safety and efficacy and whether the use and distribution of investigational drugs are in accordance with applicable regulations.
- Determines if an investigational new drug may be distributed to clinical investigators to establish its value as a therapeutic and beneficial product; evaluates or directs the evaluation of statements of investigators and program reports on the conduct and results of investigations; determines clinical investigations are progressing satisfactorily or that notification of termination of exemption should be issued.
- Serves as a professional participant in meetings/conferences with other Center and Agency officials, academia and regulated industry related to issues pertaining to safety, health hazards, contamination, recall actions, and other matters associated with the marketing of those drugs which fall within the purview of the Division; advises other agencies of government, industry representatives, and others on medical-scientific questions, including methods and criteria for research and testing, and performance of clinical research.

Supervisory Responsibilities: As the supervisor, the incumbent will supervise and evaluate staff who serve as experts in their field, provide occupational specific technical and administrative direction and supervision to subordinate supervisors and staff.

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:

Physician, AD-0602 Series:

Education: A degree from an accredited program or *institution in Doctor of Medicine, Doctor of Osteopathic Medicine, or equivalent. *Degree from Foreign Medical School: A Doctor of Medicine or equivalent degree from a foreign medical school must provide education and medical knowledge equivalent to accredited schools in the United States. Evidence of equivalency to accredited schools in the United States is demonstrated by permanent certification by the Educational Commission for Foreign Medical Graduates.

AND

Graduate Training: In addition to a degree, a candidate must have had at least one year of supervised experience providing direct service in a clinical setting. For purposes of this standard, graduate training programs include only those internship, residency, and fellowship programs that are approved by accrediting bodies recognized within the US or Canada.

Desired Professional Experience:
Our ideal candidates will possess:

- Experienced and effective communicator who can drive collaboration, empower team members, provide expert advice and consultation, coordinate program activities, and spearhead important program initiatives.
- Demonstrated experience in leadership principles and concepts.
- Extensive knowledge of the oncology therapeutic areas (i.e., breast, gynecologic, and genitourinary cancers, and supportive care) and associated guidance documents.
- Excellent leadership skills, capable of providing guidance to clinical review staff and input across OND and to other internal and external stakeholders.
- Excellent collaborative skills, capable of working with a wide range of individuals of all levels from both public and private organizations, including the Center, Office of the Commissioner, other FDA Centers, other Federal agencies, and Congress, as well as the scientific/medical community, academia, and industry, which requires tact, diplomacy, and technical expertise in communicating Center/Agency policies.
- Excellent verbal and written communication skills in order to develop policy, guidance(s) to industry, internal procedures, Center-level responses to congressional inquiries, etc.
- Excellent skills in critical thinking and strategic vision, to advance OND's policies, research agenda, training, and collaboration across other divisions, offices, and stakeholders.
- Solid understanding of the regulations and polices as well as experimental design, theories and practices utilized in new drug evaluation.

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 Recognition of Foreign Qualifications | International Affairs Office (ed.gov)

Security Clearance Requirements

Background Investigation/Security Clearance Requirements: Non-sensitive/high risk.

This position requires a Public Trust security clearance, and the incumbent has access to sensitive, proprietary, or financial information.

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

Submit resume or curriculum vitae with cover letter to: Malik.Jackson@fda.hhs.gov by **April 5, 2024.** 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”.

Please reference source code**: OOD-DO3-1001** in the email subject line of your submission.

Announcement Contact

For questions regarding this Cures position, please contact Malik.Jackson@fda.hhs.gov.

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

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