



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
Immediate Office

Application Period: April 1, 2024 – May 1, 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: Program and Change Manager

Series: 0301

Location: Silver Spring, Maryland

Salary: Starting at \$163,964

Work Schedule: Full Time

Cures Band(s): Band E

Full Performance Band Level: Band E

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

- The Program and Change Manager, OGPS/IO analyzes and evaluates OGPS programs and provides program analysis, program management, and change management support to the Associate Commissioner, OGPS, as well as the Deputy Director, OGPS, by performing a variety of special and continuing assignments related to the Agency's international activities and high-priority initiatives, including advising the Associate Commissioner, OGPS about the need for change and process improvement across OGPS.
- Identifies appropriate issues for analysis; collects and synthesizes information from IPT program directors and develops analyses of policy alternatives to be presented to the OGPS Associate Commissioner and Deputy Director.
- The incumbent independently modifies the breadth and depth of analyses based on experience and expertise. As necessary or requested, writes position papers defining revised policy or recommendation on the issues assigned or identified.
- Identifies and assesses the implications of emerging and potentially important issues and determines what anticipatory preparation is needed. Coordinates and carries out assignments with other OGPS or Center staff which often requires or implements a request that information be gathered, a report be prepared, and/or briefing be developed.
- Represents the OGPS Associate Commissioner and Deputy Director in these liaison functions in an efficient and diplomatic manner, assuring adherence to Agency/Office policies or recommending deviations where necessary. Performs assignments and coordinates activities on special projects on behalf of the OGPS Associate Commissioner and Deputy Director that could be highly complex, technical, or controversial in nature. Develops new alternatives for responding to problems and framing solutions that are consistent with the Associate Commissioner's goals and that facilitate decision making.
- Conducts in-depth studies, reviews, evaluations, and assessments of issues and proposals assigned. Determines the functionality of unique organizational structures and provides necessary and appropriate coordination among key participants for the long-range planning and development of organizational strategies to meet strategic goals and priorities.
- Develops and recommends organizational and policy concepts to management staff and participates in top management discussions concerning the formulation of policies, procedures, and plans relating to the development of OGPS's workforce. Advises management staff on the attitudes and beliefs of the stakeholders concerning various alternatives which may serve as guidelines in establishing policies, procedures, and plans for special programs. Participates with senior leadership in the formulation of broad organizational and operational policies and programs, recommending appropriate changes in aspects of program direction as necessary.

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-Critical Sensitive/ Moderate 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:

No education requirement for this position.

Professional Experience: Leads, coordinates, communication, integrates and is accountable for the overall success of the program, ensuring alignment with critical agency priorities.

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.
- Ability to drive collaboration, empower staff, provide expert advice and consultation, coordinate program activities and spearhead important program initiatives.
- Ability to formulate objectives and priorities and implement plans consistent with the long- term interests of the Agency.

Security Clearance Requirements

Background Investigation/Security Clearance Requirements: Non-Critical Sensitive Moderate 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 May 1, 2024 to:

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.

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