



Title 21 Vacancy Announcement
Department of Health and Human Services (HHS)
Food and Drug Administration (FDA)
Center for Biologics Evaluation and Research
Office of Communication, Outreach and Development (OCOD)
Division of Communication and Consumer Affairs (DCCA)
Consumer Affairs Branch (CAB)

Application Period: 4/22/2025 – 5/5/2024

Area of Consideration: FDA - Wide

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: Branch Chief

Series: 1001

Location(s): White Oak Campus, Silver Spring, MD

Salary: Starting at \$139,395

Work Schedule: Full Time

Telework Eligible: Yes

Cures Band(s): Band D

Full Performance Band Level: Band D

Travel Requirements: 25% or less

Bargaining Unit: 8888

Note: Incentives may be authorized; however, this is contingent upon funds availability. If authorized, certain incentives will require you to sign a service agreement to remain in the Federal government for a period of up to 3 years. Note: This statement does not imply nor guarantee an incentive will be offered and paid. Incentives include the following: moving expenses, recruitment, or relocation incentive; student loan repayment, superior qualifications appointment, creditable service for annual leave for prior non-federal work experience or prior uniformed military service, etc.

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 Center for Biologics Evaluation and Research (CBER) is a Center within FDA that regulates biological products for human use under applicable federal laws, including the Public Health Service Act and the Federal Food, Drug, and Cosmetic Act. CBER's mission is to protect and enhance the public health through the regulation of biological and related products including blood, vaccines, allergenics, tissues, and cellular and gene therapies. CBER protects and advances the public health by ensuring that biological products are safe, effective, and available to those who need them. CBER also provides the public with information to promote the safe and appropriate use of biological products.

Duties/Responsibilities

The incumbent serves as the Branch Chief for the Consumer Affairs Branch (CAB). The Branch Chief plans, organizes, and directs the activities of the staff; balances workload and provides advice, guidance, and direction on a wide range of health communication and administrative issues; plans work to be accomplished by subordinates, sets and adjusts short-term priorities, and prepares schedules; and establishes measurement and analysis systems to ensure actions are timely and reviewed at critical points.

The Branch Chief provides or ensures that subordinates provide customer guidance; accepts, amends, or rejects work presented by subordinates; assesses and revises policies and procedures as needed to find ways to improve quality, timeliness, and efficiency of work. With the OCOD director and DCCA Division director, the Branch Chief identifies budget requirements for the team, administers fiscal resources, and initiates request for additional resources including personnel, overtime, equipment, supplies, and space as needed to ensure success in meeting goals and objectives. The incumbent exercises significant responsibility in dealing with internal and external stakeholders and in advising upper management.

Specifically, the Branch Chief will:

- Serve as principal contact for senior officials from FDA and CBER to develop strategic communications plans and messages about key initiatives, programs, medical products or priorities that advance FDA's mission to protect the public health.
- Keep the DCCA Director apprised of all work activity and under the guidance of the Director; advise CBER senior leadership on strategic communications strategies and programs.
- Inform and advise FDA and CBER management about the design, production and dissemination of internal and external public information and communications campaigns.
- Strengthen strategic partnership across CBER and the agency to ensure that CBER accurately, persuasively, and consistently delivers the department, agency and Center's messages to CBER staff as well as FDA stakeholders and constituents.
- Coordinate with FDA and other branches within OCOD to plan and execute projects involving strategic communications components.
- Work closely with contacts in CBER and FDA offices and divisions to plan, coordinate, execute, facilitate clearance, and evaluate communications needs related to priority programs and CBER regulated medical products.
- Provide strategic oversight, leadership, and direction for management of CBER's internal/external communications including oversight of communications platforms connecting CBER staff with senior leadership.
- Serve as the CAB primary point-of-contact for requests for strategic communications support.
- Serve as technical advisor in the Center on all matters concerning the planning, development, analysis, evaluation, and implementation of policies, strategies, and programs addressing public health concerns. This includes assisting with the development of responses to inquiries from healthcare providers, members of the trade press and the general public.
- Serve as advocate and catalyst for developing and promoting innovative new approaches to developing and maintaining strategic communications plans and strategies to improve how CBER does business.
- Serve as the lead for integrating communication of public health information, guidance, and messages to CBER staff.
- Provide leadership to maximize utilization of health communication to increase the impact of CBER's health information and communications, and provide critical expertise, management, and oversight to a wide range of complex and inter-related activities.

Supervisory Responsibilities:

Organizational Management: Manages a Branch.

Program Management: Runs a functional activity. Oversees multiple projects. Identifies inputs and outputs needed to perform functional activities.

Resource Management: Consolidates and balances resource needs of multiple projects in a functional

activity or Division.

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.
- 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: Candidates must possess the required individual occupational requirements to qualify for the appropriate series applicable to the position. Please use the following link to determine the series for which you qualify: [OPM Occupational Series Qualification Requirements](#)

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: 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.

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

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

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

Please submit electronic resume or curriculum vitae (please be sure to clearly define the number of years using month and year training completed, in addition to describing duties performed during that time period), SF50 (if applicable), latest PMAP (if applicable), copy of unofficial transcript (s) and letter of interest with **"CURES CBER/OCOD/DCCA/CAB/Branch Chief"** in the subject line to: CBERHumanCapital@fda.hhs.gov. Applications will be accepted through May 5, 2024.

Announcement Contact

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

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FDA is an equal opportunity employer.

