



Title 21 Vacancy Announcement
Department of Health and Human Services (HHS)
Food and Drug Administration (FDA)
Office of the Commissioner (OC)
Office of Policy, Legislation and International Affairs (OPLIA)
Office of Global Policy and Strategy (OGPS)
Office of Global Operations (OGO)
Rwanda Office

Application Period: May 23, 2024 – June 21, 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: Senior Public Health Advisor

Series: 0685

Location(s): Kigali, Rwanda Office

Salary: Starting at \$163,964

Work Schedule: Full-Time, Temporary/Term NTE 2 or 3 Years, but can be extended up to 4 Years for Term Appointment or 6 Years for Temporary Appointment

Title 21 Pay Table & Band: Pay Table 1 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 is the regulatory, scientific, public health, and consumer protection agency responsible for ensuring that all human and animal drugs, and medical devices are safe and effective, that cosmetics, foods, food additives, drugs and medicated feeds for food producing animals, and radiation emitting devices are safe, and that all such products

marketed in the United States are adequately, truthfully and informatively labeled and safely and properly stored, transported, manufactured packaged and regulated. The work of the Agency is carried out by a staff of more than 18,000 scientists, physicians, regulatory and other personnel stationed throughout the United States and in strategic locations around the world.

This position is located in the Department of Health and Human Services (HHS), Food and Drug Administration (FDA), Office of Global Policy and Strategy (OGPS), Office of Global Operations (OGO), taking assignments and instruction for the OGO Director, working closely with OGPS headquarters, and coordinating with FDA medical product Centers. Working under Chief of Mission authority, the FDA Kigali Office will lead the U.S. Government's support for the operationalization of the AMA. The FDA Kigali Office will work closely with the interagency both in Kigali and the United States. The FDA incumbent will serve as the Senior Public Health Advisor in Kigali and will collaborate with FDA headquarters and Department of State to assure all priorities are achieved.

Duties/Responsibilities

- Serves as the subject matter expert and lead advisor to the Chief of Mission on matters related to the African Medicines Agency (AMA);
- Develops a long-term mutually beneficial relationship between the Food and Drug Administration and AMA.
- Advances the regulatory interests and public health priorities of the FDA and its partners within the U.S. Government;
- Promotes U.S. interests, as articulated by FDA and Department of State, that are aligned with the AMA mission including but not limited to:
 - Reviewing and evaluating the safety and efficacy of medical products as part of a marketing authorization processes;
 - Developing frameworks for the oversight of medical products manufacturing to facilitate development of regional manufacturing hubs for critical commodities such as vaccines, drugs, diagnostics, and reagents;
 - Increasing capacity for oversight and regulation of the supply chain as needed to assure commodity availability and security; and
 - Advancing regulatory harmonization and systems strengthening efforts that are risk-based, effective, predictable, efficient, transparent, , and grounded in science.
- Provides expert advice on best practices for the oversight of PEPFAR (e.g. diagnostic tests, antiretroviral drugs) and AMA (e.g. vaccines) priority products;
- Supports efforts to combat the distribution of falsified and substandard medical products in Africa through AMA's consumer engagement and education initiatives, and regulatory activities, and
- Provides scientific advice and policy perspectives to the U.S. Ambassador, U.S. Embassy

officials, the AMA, and other stakeholders on regulatory matters as they relate to protecting and promoting public health and global health security in coordination with FDA Medical Product Centers.

Performs other duties as appropriate.

Supervisory Responsibilities: None

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.
- A Top-Secret Clearance is required for Rwanda.
- This position is temporary and does not provide permanent placement upon completion or termination of the overseas assignment.
- Selectees for temporary/term assignments may begin and remain stateside until all required clearances and trainings (security, medical and applicable trainings) are completed before being deployed to an overseas location.
- A Statement of Understanding is required to be signed by the selected candidate indicating they understand the terms and conditions of this temporary appointment.

NOTE: Current permanent civilian FDA employees selected for temporary overseas assignments will be given a return assignment to their permanent position, title, series and grade (or a comparable one within the commuting distance, i.e., 50-mile radius), once the appointment is completed. All other candidates, including current permanent Federal civilian employees, DO NOT have return rights to a position within FDA. "This position will be located in Kigali, Rwanda. The temporary assignments not-to-exceed 2 years, but may be extended up to a total of 4 years or 6 years depending on appointment type. Eligible FDA employees will have statutory return rights to their

permanent FDA position series and grade once the foreign assignment is completed.

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: You must meet one of the following from the description below for the minimum years of experience requirement for the Senior Public Health Advisor, Band E.

- A. Have a high school or equivalent diploma or an Associate’s degree **AND** I have at least have 9 years of relevant experience (**see Desired Education, Experience, Professional Experience**)
- B. Have a Bachelor’s degree **AND** I have at least have 6 years of relevant experience (**see Desired Education, Experience, Professional Experience**)
- C. Have a Master’s degree **AND** I have at least have 5 years of relevant experience (**see Desired Education, Experience, Professional Experience**)
- D. Have a Doctorate and/or J.D. degree **AND** I have at least have 3 years of relevant experience (**see Desired Education, Experience, Professional Experience**)
- E. Have a MD/DO/DDS/DPM/DVM degree **AND** I have at least have 3 years of relevant experience (**see Desired Education, Experience, Professional Experience**)

Desired Education: There is no desired education for this position.

Professional Experience: You must have experience working on medical products-related policy and program issues.

Desired Professional Experience: Our ideal candidate will possess:

- Experience providing oversight and decision-making on operational issues, technical training, and collaboration with counterpart agencies on medical products-related policy and program issues throughout the relevant countries, regions, or International Offices.

- Strong leadership and skill in leading/directing large organizations.
- In-depth knowledge of the Agency’s policies, and scientific and regulatory programs as they relate to medical products.
- Strong background in science and policy.
- Talent for building partnerships and coalitions with stakeholders in public and private arenas.

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: Top Secret Clearance is Required

Incumbent must submit to and successfully pass a urinalysis drug screening prior to appointment. Drug usage could impair the reliability, stability, and judgment of the incumbent which could undermine public confidence in the agency. Drug dependency would create the possibility of coercion and irresponsible actions leading to the disclosure of highly sensitive, top-secret information. Therefore, this is a Testing Designated Position, and the incumbent is subject to testing for drug usage in accordance with the HHS plan for a Drug Free Workplace. The Incumbent may also be subject to unannounced random drug testing for the duration of their time in this position.

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 the 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 complete application package to Emily.Wilkins@fda.hhs.gov by June 21, 2024.

Applicants must show Job Reference ID: 24-T21@GPS-R and the location in subject line.

Applicants must submit the following:

- 1.) Detailed Resume or Curriculum Vitae
- 2.) Must verify U.S. Citizenship in application email. Self-Declaration is acceptable.
- 3.) Transcripts (Unofficial is acceptable)

Announcement Contact

For questions regarding this Cures position, please contact Emily Wilkins at Emily.Wilkins@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.

