



**Title 21 Vacancy Announcement**  
**Department of Health and Human Services (HHS)**  
**Food and Drug Administration (FDA)**  
**Office of Regulatory Affairs (ORA)**  
**Office of Training, Education, and Development (OTED)**  
**Supervisory General Education and Training Specialist**  
**Office Director**

**Application Period:** July 02, 2024 through July 16, 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:** Office Director (Supervisory General Education and Training Specialist)

**Series:** AD-1701

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

**Salary:** Starting at \$192,000

**Work Schedule:** Full Time

**Title 21 Band(s):** Pay Table 8, Band G

**Full Performance Band Level:** Band G

**Travel Requirements:** Up to 25%

**Bargaining Unit:** This is a non-bargaining unit position.

**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 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. FDA's programs are national in scope and effect, and the agency's activities have a direct and significant impact on multi-billion-dollar industries, in addition to protecting the health and safety of American Consumers. 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 abroad.

The mission of the Office of Regulatory Affairs is to protect consumers/patients and enhance public health by ensuring timely access to safe, quality FDA-regulated products. To view our ORA Vision, Mission, and Values, please visit: <https://www.fda.gov/about-fda/fda-organization/office-regulatory-affairs>.

The Office of Regulatory Affairs (ORA) is at the forefront of building a public health safety net for today's complex, global regulatory environment. ORA professionals work in a range of program areas and locations, with 227 offices and 12 laboratories throughout the United States. As the lead office for all FDA field activities, ORA serves as the agency's direct connection with regulated industry through: a) inspections of firms and plants producing FDA-regulated products, b) investigations of consumer complaints, emergencies and criminal activity, c) enforcement of FDA regulations, d) sample collection and analysis, and e) review of imported products.

The Office of Training, Education, and Development (OTED) provides training, education, and development opportunities to our ORA colleagues and to our state, local, tribal, and territorial regulatory partners. Providing mandatory and voluntary personnel certification programs to ORA inspectional employees. OTED's mission is to help people realize their full potential through timely, cost-effective learning products that support the FDA mission.

## Duties/Responsibilities

The incumbent will serve as the Office Director for the Office of Training, Education, and Development. The Office Director liaises with Center partners, develops advanced training plans, builds relationships with states and Association leaders, Integrated Food Safety Systems (IFSS), negotiating Service Level Agreements (SLAs) and pricing structure, outreach to universities, evaluates and determines optimal training delivery methodologies, certification and standards, policy, evaluate new technologies, experiential learning, develop cross training synergies with the centers, test out/education, strategic planning, evaluates existing training portfolio and identifies opportunities to modernize existing courses.

Additional duties include, but are not limited to:

- Provide executive level advice and enterprise leadership on modern training delivery, best practices, resource efficiencies, leveraging and creating external partnerships, and utilizing the staff college to deliver exceptional training to and on behalf of the FDA community.
- Establish an intuitive quality content management system which provides real time training information for ORA from an enterprise-wide perspective.
- Strategically modernize the OTED portfolio while identifying and addressing antiquated practices to improve training delivery for ORA's world class workforce.
- Enhance the learning management system to create efficiencies to better leverage resources.
- The Office Director is responsible for ensuring the training and development investments focus on accessible, user-friendly design and promote business efficiencies. Furthermore,

they are responsible for the alignment of administrative systems and policies with anticipated workforce needs to support comprehensive capacity building and consistent quality improvement programs.

- The Office Director oversees the implementation of ORA training policies and procedures, including providing overall direction to improve ORA integration and performance, developing measures, and achieving specific performance goals in ORA training initiatives.
- The incumbent is expected to remain current on training and development curricula and technology, disseminating this information to FDA offices and providing technical advice, guidance and assistance throughout the Agency on training and development matters.
- Ensures training and development projects support and align with ORA and Agency training activities. Makes recommendation on ORA's training and development budget to reflect strategic plans, and ORA, Agency and Federal Government-Wide initiatives and priorities.
- Represents ORA on joint initiatives/partnerships with the regulated industry to improve performance of training processes.

**Supervisory Responsibilities:** The Office Director functions independently under the broad administrative direction of the Deputy Associate Commissioner for Regulatory Affairs (DACRA). The incumbent collaborates with the DACRA and provides occupational specific technical and administrative direction, performing the work and functions of the organization.

## 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.

## Additional Information

Incentives may be authorized; however, this is contingent upon availability of funds. If authorized, certain incentives will require you to sign a service agreement to remain in the Federal government for a period of up to 4 years.

Note: This statement does not imply nor guarantee an incentive will be offered and paid. Incentives may include recruitment or relocation incentives in accordance with FDA, Title 21 Policy.

Applicants selected for this position will be subject to reasonable suspicion and post-accident drug testing upon hiring. To demonstrate commitment to the HHS goal of a drug-free workplace and to set an example of other Federal employees, employees not in a testing designated position may volunteer for unannounced random testing by notifying their Drug-free Federal Workplace Program Point of Contact upon hiring.

## Qualifications

To be placed into a Title 21 position, candidates must meet the following criteria:

1. Scientific, Technical, and Professional Fields
2. Outstanding and Qualified Candidates
  - a. **Outstanding** candidates can be defined by existing outstanding work experience, outstanding performance rating, or both.
  - b. **Qualified** applies to all candidates for Title 21 appointments.

In order to qualify for this Title 21 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:** The education must have been obtained at a college, university, or an accrediting body recognized by the Secretary, [U.S. Department of Education](#) at the time the degree was obtained. For more information please see: [OPM Occupational Series Qualification Requirements](#).

Candidate must qualify for the following series: [General Education and Training Series - 1701](#)

### **Desired Skills, Experience or Education:**

- Executive level experience in managing an educational organization.
- Senior level experience in analyzing, directing, and evaluating administrative and management operations.
- Demonstrated ability to work effectively across organizational lines in team leadership and matrix management contexts and to build strong working relationships among people and organizations with diverse interests and/or opinions.
- Proven proficiency in creating and maintaining high level contacts with other government agencies, non-government organizations, and vendors of training and educational services.
- Executive level experience in directing a large administrative organization of 100 or more employees.
- Experience in effectively coordinating and productively integrating the multidisciplinary efforts of a scientific/regulatory workforce.

- A graduate degree in a discipline related to this position.
- Training, professional development, and outside professional activities that provide evidence of initiative, resourcefulness and potential for effective job performance, and honors, awards, or other recognition for performance or contributions related to the position.
- Knowledge of the nation’s health and human services programs.
- Ability to properly align and link administrative strategic plans and objectives to mission strategic plans.

## 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

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.

## 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, gender identity and sexual orientation, 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

Applications will be accepted from all qualified applicants. Please email letter of interest addressing your experience in the major duties and responsibilities of the position, résumé, and college transcript(s) (with foreign credentials evaluation, if applicable) to the ORA Executive Recruitment and Scientific Staffing Committee: [ORAExecutiveAndScientificRecruitment@fda.hhs.gov](mailto:ORAExecutiveAndScientificRecruitment@fda.hhs.gov).

**IMPORTANT:** You must reference this Job ID in the email subject line: **7-OTED-Office Director**

Applications will be accepted through **July 16, 2024**

## Announcement Contact

For questions regarding this Title 21 position, please contact [oraexecutiveandscientificrecruitment@fda.hhs.gov](mailto:oraexecutiveandscientificrecruitment@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.*

