Title 21 Vacancy Announcement
Department of Health and Human Services (HHS)
Food and Drug Administration (FDA)
Center for Drug Evaluation and Research (CDER)
Office of Medical Policy (OMP)
Office of Medical Policy Initiatives (OMPI)
Division of Clinical Trial Quality (DCTQ)

Application Period: July 16, 2024 - July 30, 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 Regulatory Health Project Manager

Series: AD-0601

Location(s): Silver Spring, MD

Salary: Starting at $139,395

Work Schedule: Full-Time

Cures Band: Band D

Full Performance Band Level: Band D

Travel Requirements: Up to 25%

Bargaining Unit: 3591

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 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 Medical Policy (OMP) is responsible for directing medical policy programs and strategic initiatives, including evaluation of real-world evidence with a focus on effectiveness, comparative effectiveness, and comparative safety use cases as mandated by 21st Century Cures Act. OMP provides leadership and scientific advice in novel clinical trial designs, in particular the use of new technologies, and direction in policy issues related to human subject protection and good clinical practices.

The Office of Medical Policy Initiatives (OMPI) mission includes providing oversight and direction for the development of medical policies and procedures pertaining to drug development, drug approval, bioresearch monitoring, human subject protection, post market surveillance processes, and to collaboratively enhance professional and patient labeling.

The Division of Clinical Trial Quality (DCTQ) is responsible for coordinating and collaborating with relevant program areas to ensure optimal FDA scientific and technical input for ongoing policy initiatives in areas pertaining to the development and conduct of clinical trials, risk-based monitoring, quality by design, and risk management paradigms associated with drug development, bioresearch monitoring, and human subject protection.

Duties/Responsibilities

As a **Senior Regulatory Health Project Manager**, the incumbent will assist the supervisor with coordination of the work of the team member for the specific projects such as a program, a review, or an initiative that includes determining how much progress is being made and if any problems are surfacing and assures timely resolution of scientific regulatory conflicts or problems to avoid delays in achieving goals.

- Evaluates project activities and resources needed to ensure the needs and goals for the assigned project areas are met.
- Provides advice, guidance, interpretations, and recommendations to management and others concerning the policies, programs, and activities.
- Resolves inconsistencies and make recommendations on strategic initiatives by applying an extensive knowledge of FDA and CDER policies and procedures.
- Assists management and relevant leadership (e.g., team leaders) in the development of policies and procedures from initial project submission to the time of final action. Provides authoritative advice to all parties engaged in the program/project.
- Responsible for tracking, resolving issues, facilitating technical information gathering, and explaining current regulatory requirements.
- Anticipates and identifies problems and to ensure that the project team is aware of these problems and addresses them.

- Evaluates the progress of the assigned project activities, assuring timely resolution of scientific and regulatory conflicts or problems to avoid delays in achieving project goals.
- Provides project progress reports to the team and supervisors.
- Ensures timely completion of assignment and all related deadlines are met.

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.

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:

General Medical and Healthcare, AD-0601 Series:
Bachelor's or graduate/higher level degree: major study in an academic field related to the medical field, health sciences or allied sciences appropriate to the work of the position. This degree must be from an educational program from an accrediting body recognized by the U.S. Department of Education at the time the degree was obtained.

For more information, please see: OPM Occupational Series Qualification Requirements.

Desired Education: Our ideal candidate will possess a doctorate degree from an accredited institution or higher learning.

Desired Professional Experience:
Our ideal candidate will possess:

- Ability to identify and analyze complex problems as well as propose meaningful solutions with supporting rationale.
- Ability to organize time effetely, determine priorities, and move work forward.
- Excellent ability to communicate orally and in writing.
- Ability to work with staff at all levels of the organization and collaborate across boundaries to build strategic relationships and achieve common goals.
- Demonstrated ability to work independently and collaboratively as a member of a team.
- Ability to communicate effectively with staff at different levels of the organization who have varying levels of domain expertise.
- Demonstrated knowledge of the techniques, processes, and procedures established within the Agency to manage projects and resources.
- Demonstrated knowledge of pertinent regulations and policies affecting or related to managing business processes resources.

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/Moderate Risk

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 resume or curriculum vitae with cover letter by **July 30, 2024,** to: CDER-OMPI-Jobs@fda.hhs.gov. Candidate resumes may be shared with hiring official within the Center for Drug Evaluation and Research with a similar job vacancy. Candidates can opt out of this process by annotating resume with “do not share”.

Please reference Job Reference ID: **T-11-2024-DCTQ** in the email subject line.

Announcement Contact

For questions regarding this Cures position, please contact CDER-OMPI-Jobs@fda.hhs.gov.

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