



**Title 21 Vacancy Announcement**  
**Department of Health and Human Services (HHS)**  
**Food and Drug Administration (FDA)**  
**Human Foods Program (HFP)**  
**Nutrition Center of Excellence (NCE)**  
**Supervisory Interdisciplinary Scientist**  
**Super Office Director**

**Application Period:** August 1, 2024 – August 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:** Super Office Director (Supervisory Interdisciplinary Scientist)

**Series:**

0601, General Health Scientist

0602, Physician

0630, Nutritionist

**Title 21 Band(s):**

0601 General Health Scientist Pay Table 4, Band G

0602 Physician Pay Table 3, Band G

0630 Nutritionist: Pay Table 4, Band G

**Full Performance Band Level:** Band G

**Location(s):** College Park, MD

**Work Schedule:** Full Time

**Salary:**

0601 General Health Scientist or 0630 Nutritionist: Starting at \$213,491

0602 Physician: Starting at \$235,000

**Travel Requirements:** Up to 25%

**Bargaining Unit:** 8888, Non-bargaining Unit

**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 U.S. are adequately, truthfully and informatively labeled and safely and properly stored, transported, manufactured packaged and regulated.

The mission of the Human Foods Program (HFP) is to protect and promote the health and wellness of all people through science-based approaches to prevent foodborne illness, reduce diet-related chronic disease, and ensure chemicals in food are safe.

## Duties/Responsibilities

The Nutrition Center of Excellence (NCE) is responsible for providing expert advice on FDA initiatives, policies, and strategies related to nutrition and food labeling, and critical foods. The Super Office Director is responsible for providing executive leadership, planning and analysis in matters related to nutrition, food labeling, and critical food initiatives for the HFP and NCE.

The Super Office Director serves as a principal advisor to and spokesperson for the Deputy Commissioner for Human Foods in matters related to nutrition and food labeling as well as critical foods. The incumbent's advice, guidance and counsel is also relied upon to make recommendations for new policy and program initiatives that are needed to accomplish HFP's public health mission to ensure food is not adulterated or misbranded and advance the Agency's initiatives. These responsibilities are accomplished through executive leadership and oversight of the Office of Nutrition and Food Labeling and Office of Critical Foods. In addition, the incumbent will perform the following:

- Provides advice and consultation on population-wide nutrition programs and initiatives that advance public health, especially pertaining to the reduction and prevention of diet-related chronic diseases. I
- Provides scientific and policy direction to a multi-disciplinary staff in subordinate offices in carrying out the NCE's ongoing labeling, nutrition, and critical foods regulatory programs and initiatives; and reviews and evaluates NCE's activities to ensure achievement of program goals and objectives.
- Oversees subordinate offices in the evaluation of risk assessments, adverse events, and other signals related to the safety of critical foods.
- Develops and maintains effective relationships internally, such as with top level FDA and HHS officials; and externally, with Members of Congress, counterparts in other agencies, foreign health officials, academia, consumer groups and others to communicate on diet and health issues, coordinate policy development, and exchange critical scientific information. Also tasked with effectively communicating externally FDA

recommendations, conclusions, and decisions on nutrition and labeling program activities and challenges.

- Promotes and ensures collaboration with consumer, public health and industry stakeholders organizations and represents FDA, HFP, and NCE in conferences, meetings, and discussions with industry representatives, the scientific and academic communities, and national and international scientific and health professional organizations and groups.
- Participates in and contributes to high level HFP, Agency, and Department discussions, meetings, and conferences on broad policy matters and issues. Monitors, coordinates, and advises the Deputy Commissioner, HFP leadership and staff on new and revised policies.
- Participates as the FDA Representative or with the Deputy Commissioner, other senior FDA officials and others in testifying before Congress and overseeing preparation of materials for inclusion in Congressional testimony on issues related to diet and health, nutrition science and policy, labeling and critical foods.
- Collaborates with executive HFP or Agency officials in the formulation, development, and execution of short- and long-range goals related to the planning, development, execution, and coordination of the NCE.
- As principal advisor to the Deputy Commissioner, analyzes and provides authoritative evaluation and recommendations concerning the initiation, curtailment, consolidation, or decentralization of programs and the efficient deployment of allocated resources. Assists the Deputy Commissioner and leads, as required, the organizational structuring of functional responsibilities and work assignments to ensure the effective, efficient, and economical use of personnel and resources for the NCE. Identifies staffing needs and assists in recruiting and retaining high quality managers and personnel. Evaluates budget estimates and justifications for the Super Office and makes appropriate recommendations to the Deputy Commissioner for Human Foods. Ensures that the organizational structure of the NCE provides for uniformity, optimum effectiveness, and operational efficiency. Identifies, defines, and analyzes significant obstacles to program accomplishments and recommends changes and initiates action to ensure effective resource utilization and the elimination of unnecessary duplication. Promotes and encourages intra- and inter-program cooperation to achieve program objectives.
- Directs the development and implementation of strategies, plans, policies, and budgets to build FDA's food-related scientific and regulatory capacities and programs, including recruitment and training of key personnel and development of information systems.
- Assists the Deputy Commissioner in the development and implementation of program goals to ensure consistency with expectations of the Administration, Department, and Agency.

#### Supervisory Responsibilities:

Supervisor provides occupational specific technical and administrative direction 25 percent or more of the time to three or more subordinate employees performing the work and functions of the organization. \* Obtains resources and identifies strategic objectives for the organization.

\* Defines jobs, selects employees, and assigns work; defines technical work requirements and milestones; evaluates the organization and employee accomplishments by accepting or rejecting work products; and presents and defends organization and employees work to senior management and other offices. \* Recommends employee promotions and recognition; approves leave; implements performance modifications and takes corrective actions as appropriate. \* Provides equal opportunity in all Federal human capital and employment programs regardless of race, color, gender, national origin, religion, age, disability, genetic information, sexual orientation, affiliation or non-affiliation with a labor organization, political affiliation, status as a parent. \* Provides employees resources and information that insures a safe and healthy work environment.

## 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 supervisory 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 Required:**

##### **0601, General Health Scientist:**

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](#) (external link) at the time the degree was obtained.

##### **0602, Physician:**

- Education: A degree from an accredited program or \*institution in Doctor of Medicine, Doctor of Osteopathic Medicine, or equivalent. \*Degree from Foreign Medical School: A Doctor of Medicine or equivalent degree from a foreign medical school must provide education and medical knowledge equivalent to accredited schools in the United States. Evidence of equivalency to accredited schools in the United States is demonstrated by permanent certification by the Educational Commission for Foreign Medical Graduates. *AND*
- Graduate Training: In addition to a degree, a candidate must have had at least one year of supervised experience providing direct service in a clinical setting. For purposes of this standard, graduate training programs include only those internship, residency, and fellowship programs that are approved by accrediting bodies recognized within the US or Canada.

##### **0630, Nutritionist:**

Applicants must meet one of the following requirements for all grade levels:

- Bachelor’s or graduate/higher level degree in the fields of dietetics, food, nutrition, food service management, institution management, or related science. The educational program must have been accredited by the [Accreditation Council for Education in Nutrition and Dietetics](#) (external link) (ACEND), or an accrediting body recognized by the [U.S. Department of Education](#) at the time the degree was obtained. For dietitian positions, the curriculum must have been in accordance with the qualifying requirements established by the [Academy of Nutrition and Dietetics \(AND\)](#) (external link) (formerly [American Dietetic Association](#) (external link) (ADA) prior to January 1, 2012) in effect at the time of graduation.
- Completion of a coordinated undergraduate program, internship, or other clinical component approved by AND (formerly ADA) for dietitians or nutritionists.
- Professional registration as a Registered Dietitian (RD) or Registered Dietitian Nutritionist (RDN).

### **Desired Professional Experience or Education:**

- An advanced degree and a background in food-related policy issues with a preference for nutrition expertise/experience (education or work-related)
- Some knowledge of child/infant nutrition is desired but not required.
- Experience advancing innovative initiatives efficiently; government experience/knowledge preferred;
- At least 10 years or equivalent experience managing a large office, ensuring effective operations, and leveraging resources efficiently;
- Experience serving as an excellent communicator and public speaker, including with media, and the ability to effectively communicate complex issues succinctly as well as promote a clear and compelling vision for the NCOE;
- Strong interpersonal skills and the ability to build positive relationships with a wide-range of stakeholders, including industry, members of Congress, and others; is politically astute;

## 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: Non-Critical Sensitive – High Risk

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. 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](#).

## 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

How to Apply: Submit resume or curriculum vitae with cover letter and a copy of all transcripts (with foreign credential evaluation, if applicable ) by the closing date as identified

above to [hfpexecutiveresources@fda.hhs.gov](mailto:hfpexecutiveresources@fda.hhs.gov). Candidate resumes may be shared with hiring official within the CFSAN with a similar job vacancy. Candidates can opt out of this process by annotating resume with “do not share”. For questions please contact [hfpexecutiveresources@fda.hhs.gov](mailto:hfpexecutiveresources@fda.hhs.gov). Please reference Job Reference ID: NCE, Super Office Director.

## Announcement Contact

For questions regarding this Cures position, please contact [hfpexecutiveresources@fda.hhs.gov](mailto:hfpexecutiveresources@fda.hhs.gov). Please reference Job Reference ID: NCE, Super Office Director.

The Department of Health and Human Services is an equal opportunity employer with a smoke free environment.

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