



**Title 21 Vacancy Announcement**  
**Department of Health and Human Services (HHS)**  
**Food and Drug Administration (FDA)**  
**Office of the Commissioner/Immediate Office**

**Application Period:** October 9, 2024-October 18, 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:** Health Communications Specialist

**Series:** 1001

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

**Salary:** Starting at \$163,964

**Work Schedule:** Full Time

**Title 21 Pay Table & Band:** Pay Table 7, Band E

**Full Performance Band Level:** Band E

**Travel Requirements:** Up to 25%

**Bargaining Unit:** No

**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 Office of the Commissioner (OC) is responsible for the efficient and effective implementation of FDA's mission. To assist in those responsibilities, OC contains Super Offices that support specific organizational focus areas and administrative offices that manage operational staff needs. OC also oversees the newly established FDA Reimagined Human Foods Program.

## Duties/Responsibilities

- Develops, coordinates, and implements an integrated communications strategy that supports program goals and, when appropriate, identifies need for changes.
- Advances communication program objectives through application of sound planning concepts and practices while ensuring that health communication(s) and projects comply with legal and regulatory requirements and meet Agency needs.
- Provides critical expertise, management, and oversight to a wide range of communications activities.
- Assists in integrating the communication of program messages to internal and external audiences, including setting policies and procedures to maximize the delivery and impact of health information to community, state, national, and international partners.
- Coordinates meetings with FDA Centers and Offices, senior managers, and technical experts across the Agency to present a unified communications strategy on various complex issues.
- Oversees and performs analysis of current communications strategies and processes that need review and assessment.
- Uses advanced analytical techniques to assess and design appropriate strategic communication plans with the primary purpose of improving their effectiveness.
- Leads the internal and external process review, discusses strengths and weaknesses, and recommends changes to improve processes where needed.
- Performs other duties as assigned.

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.

## 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:** There are no Individual Occupational Requirements for this series.

**Required Professional Experience:**

- At least 6 years of experience managing or coordinating communication activities for a regulatory, health, or science-based program.
- At least 6 years of experience in driving organizational change initiatives and navigating through complex challenges.
- At least 6 years of experience communicating highly technical information in a clear way and working with staff at all levels of the organization and varying levels of domain expertise; excellent listening skills and a commitment to communicate in a timely manner.
- At least 6 years of experience developing networks and building alliances while collaborating across boundaries to build strategic relationships and achieve common goals.
- At least 6 years of experience in identifying internal and external politics that impact the work of the organization. Perceives organizational and political realities and acts accordingly.
- At least 6 years of experience identifying and analyzing problems; weigh relevance and accuracy of information; generating and evaluating alternative solutions; making recommendations.

Education Transcripts: N/A

## Security Clearance Requirements

Background Investigation/Security Clearance Requirements:

This position requires a security clearance and the incumbent has access to documents and facilities related to national security. 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 Non-Sensitive/Low Risk 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.

## 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

How to Apply: Submit resume or curriculum vitae with cover letter by **[Insert closing Date]** to: Ashley Crawford at [Ashley.Crawford@fda.hhs.gov](mailto:Ashley.Crawford@fda.hhs.gov). Candidate resumes may be shared with hiring official within the Office of the Commissioner with a similar job vacancy. Candidates can opt out of this process by annotating resume with “do not share”. For questions please contact please contact [Ashley.Crawford@fda.hhs.gov](mailto:Ashley.Crawford@fda.hhs.gov).

## Announcement Contact

For questions regarding this Cures position, please contact [Ashley.Crawford@fda.hhs.gov](mailto:Ashley.Crawford@fda.hhs.gov).

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

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