



**Job Title: Supervisory Contract Specialist, Division Director**  
**Department of Health and Human Services (DHHS)**  
**Food and Drug Administration (FDA)**  
**Office of Operations**  
**Office of Finance, Budget, and Acquisitions**  
**Office of Acquisitions and Grants Services**  
**Division of Information Technology Acquisitions**  
**(DITA)**

**Summary:**

The position is located within the Department of Health and Human Services (DHHS), Food and Drug Administration (FDA), Office of Operations (OO)/Office of Finance, Budget, and Acquisitions (OFBA)/Office of Acquisitions and Grants Services (OAGS) and being filled under FDA's Title 21 hiring authority. This hiring authority was passed by Congress in December 2016, to improve FDA's ability to recruit and retain scientific, technical, and professional experts in certain occupational series that "support the development, review, and regulation of medical products." The FY23 Omnibus Appropriations Bill expanded the hiring authority to include cross-cutting positions and individuals that support the development, review, and regulation of food and cosmetics in addition to medical products. Both statutes amended the FD&C Act 21 USC. This hiring authority is a streamlined hiring authority, outlined in 21 USC 379d-3a, as amended by the 21st Century Cures Act of 2016, § 3072 and the Consolidated Appropriations Act of 2023, § 3624.

Learn More About This Agency:

***Become a part of the Department that touches the lives of every American.***

*At the you can give back to your community, state, and country, by making a difference in the lives of Americans everywhere! HHS is the principal agency for protecting the health of citizens. Join HHS and help to make our world healthier, safer, and better for all Americans.*

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 Office of Operations (OO) is to ensure the timely and effective delivery of high quality and cost effective mission support services across the FDA and its Centers and Offices, and coordinate emergency preparedness and response activities for incidents involving FDA-regulated products across FDA and its stakeholders.

**Title 21 AD Band F**  
Minimum – **\$176,300**  
Maximum – **\$235,109**

**Overview**

Open & Closing Date: 12/20/2024 – 01/03/2025
Salary Range: \$176,300 - \$235,109
Band: <u>F</u>
Occupational Series: 1102
Duty Location: Silver Spring, Maryland
Remote Job: No
Telework Eligible: Yes. Telework is at the discretion of the supervisor.
Travel Required: Up to 25%
Relocation Expenses Reimbursed: No
Appointment Type: Permanent
Work Schedule: Full-Time
Competitive Service: <b>*DO NOT CHANGE</b>
Promotion Potential: F
Supervisory Status: Yes. One year probationary period may be required
Security Clearance:
Drug Test: No
Position Designation: Tier 5, Special Sensitive/High Risk
Trust Determination Process: Yes

**This job is open to: Open to the Public**

**Hiring Path Clarification Text:**

You must be a U.S. Citizen or U.S. National. Foreign nationals or legal permanent residents are not eligible for consideration. This is a 21st Century Cures Act authority announcement. Traditional federal rules regarding rating, ranking, and veterans' preference do not apply.

**Duties**

The Office of Acquisitions and Grants Services provides management direction and leadership for acquisitions and grants and the government purchase card. The Office also serves as the agency focal point for developing, coordinating, and implementing FDA policies and procedures pertaining to acquisitions, and grants management to promote compliance with policy and ensure sound contract and grant principles, and acquisition career management. The office is divided into several Divisions which are further divided into Branches.

The Division Director is responsible for directing and supervising either as a first- or second-line supervisor. This includes managing subordinate supervisors. The Division Director for DITA

engages in all aspects of the planning, solicitation, source selection, negotiation, award, and administration of contracts for Information Technology and related contracts. As contracting officer, the Division Director has unlimited signatory authority. Other duties of the Division Director include:

- Serves as an expert technical advisor to the Centers and Offices in the development and management of contract programs.
- Serves as resource and advisor to senior Contract Specialist/Contracting Officers and other internal and external officials.
- Acts as the Agency authority on Agency and Federal procurement and regulations.

Supervisory Responsibilities:

**Organizational Management:** Manages a division.

**Program Management:** Runs a program of singular discipline focus in the Center. Oversees or coordinates multiple functional activities.

**Resource Management:** Monitors and reports on resources needed to run a division.

**Human Capital Management:** Identifies employee competency gaps.

## Requirements

Conditions of Employment

- U.S. Citizenship requirement or proof of being a U.S. National must be met by closing date.
- The candidate selected for this position will serve under a career or career-conditional appointment within the competitive service.
- 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. Please go to <http://www.sss.gov> for more information.
- One-year probationary period may be required.
- One-year supervisory probationary period may be required.
- Financial Disclosure may be required.
- Ethics Clearance may be required.

- **Background Investigation Requirement:** 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 later.
- **Certification of Accuracy:** All information concerning eligibility and qualification is subject to investigation and verification. False representation may be grounds for non-consideration, non-selection, or appropriate legal action.

## Qualifications

In order to qualify for the Division Director, Supervisory Contract Specialist AD-F [1102], you must meet the following requirements by 11:59pm EST on **Friday, January 3, 2025**.

**Basic Qualification Requirements:** Minimum Years of Experience is the new standard, rather than specialized experience, for determining and validating a Title 21 candidate's band. This standard applies across all Title 21 positions.

The duties for this position include directing and supervising either as a first- or second-line supervisor, and responsible for the entire portfolio of information technology contracts. The position is responsible for all aspects of the planning, solicitation, source selection, negotiation, award, administration, and management of such contracts. Other duties of the Division Director include:

- Serves as an expert advisor to the appropriate Center Directors and their staff in the development and management of critical information technology contracts.
- Provides input and advice to Center Directors and staff concerning such issues as, the responsibilities of contracting officer representatives (COR), Project Officers, contract reviews, and fiscal obligations.
- Serves as resource and advisor to senior Contract Specialist/Contracting Officers.
- Act as agency authority on agency and federal procurement and/or grant policies and regulations.

### Supervisory responsibilities:

**Organizational Management:** Manages a division.

**Program Management:** Runs a program of singular discipline focus in the Center. Oversees or coordinates multiple functional activities.

**Resource Management:** Monitors and reports on resources needed to run a Division in the Center.

**Human Capital Management:** Identifies employee competency gaps.

**EEO responsibilities:** The Division Director is responsible for furthering the goals of equal employment opportunity (EEO) by taking positive steps to assure the accomplishment of affirmative action objectives and by adhering to non-discriminatory employee practices in regard to 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. Specifically, as a manager, the incumbent initiates nondiscriminatory practices and affirmative action for the Center in the following: (1) merit promotion of employees and recruitment and hiring; (2) fair treatment of all employees; (3) encouragement and recognition of employees' achievements; (4) career development of employees; and (5) full utilization of their skills.

**Other factors. Provide details on the following areas for the position: Knowledge:**

**Knowledge:**

**Qualifications:** Abilities almost always transcend the occupational specialty. In possession of unique abilities or unique combinations of specialties. Proficient at one or more aspects of other occupational specialties.

**Breadth of Knowledge:** Wide

**Depth of Knowledge:** Deep

**Complexity of work:**

**Problem Solving:** Solves problems of all complexities for a portfolio. Identifies high-priority, high-impact, and systemic problems affecting programs' abilities to achieve outcomes and goals.

**Decision Making:** Decides outcome of operational activities on multiple programs. Maintains and establishes organizational procedures and guidance. Maintains or establishes decision making frameworks across Branches.

**Statement Making:** Provides statements and content for official statements by the OO. May be expected to speak for the Office. Recommends and may manage messaging techniques.

**Coalition building:**

**Coordination:** Coordinates work across portfolios. Manages and participates in platforms for an exchange of communications between stakeholders both internal and external. Creates and facilitates internal and cross-functional teams that collaborate to accomplish complex and challenging operational objectives.

**Thought Leadership:** Identifies opportunities for, leads, and ensures adoption of best practices.

**Impact:**

**Impact on Work Being Performed:** Work impacts multiple programs.

**Level of Autonomy:** Determines standard procedures to be used to accomplish work.

**Scope of Work (Impact on Consumer):** Determines definitions of successful or unsuccessful outputs of activities. Determines operational outcomes. Significant authority on acquisition related matters in the scope of the Agency's mission.

**Impact on Organization:** Assigns and approves work to portfolios.

**Risk Management:** Identifies risks across multiple portfolios and programs.

**Education:**

- A. Completion of all mandatory training prescribed by the head of the agency for progression to GS-13 or higher level contracting positions, including at least 4-years' experience in contracting or related positions. At least 1 year of that experience must have been specialized experience at or equivalent to work at the next lower level of the position, and must have provided the knowledge, skills, and abilities to successfully perform the work of the position.  
And
- B. A 4-year course of study leading to a bachelor's degree, that included or was supplemented by at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

- C. Exceptions: Employees in GS-1102 positions will be considered to have met the standard for positions they occupy on January 1, 2000. This also applies to positions at the same grade in the same agency or other agencies if the specialized experience requirements are met. However, they will have to meet the basic requirements and specialized experience requirements to qualify for promotion to a higher grade, unless granted a waiver under Paragraph D.

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 employee, you are not exempt from transcript requirements.

#### **Additional Conditions of Employment:**

- **Pre-employment physical required:** No
- **Drug testing required:** No
- **License Required:** No
- **Mobility agreement required:** No
- **Immunization required:** No
- **Bargaining Unit:** 8888
- **Security Clearance required:** The position is special critical-sensitive and requires a Top-Secret/SCI security clearance; therefore, the position requires that the incumbent be subject to a satisfactory full field investigation and obtain and maintain a security clearance. The incumbent will have access to documents and facilities related to national security.
- **Financial disclosure statement, OGE-450, required:** Please be advised that this position may be subject to FDA's prohibited financial interest regulation and may require the incumbent of this position to divest of certain financial interests. Applicants are advised to seek additional information on this requirement from the hiring official before accepting this position. 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

Please submit resume or curriculum vitae with cover letter by 1/3/2025 to: Inzinga John at [inzinga.john@fda.hhs.gov](mailto:inzinga.john@fda.hhs.gov). with “**Title 21 OAGS/DITA/DIRECTOR**” in the subject line. **MUST VERIFY US CITIZENSHIP WITH APPLICATION BY STATING CITIZENSHIP STATUS**. Candidate resumes may be shared with hiring officials within the Division of Reorganizations & Delegations of Authority with a similar job vacancy.

## Announcement Contact

For questions regarding this Cures position, please contact Inzinga John at [inzinga.john@fda.hhs.gov](mailto:inzinga.john@fda.hhs.gov)