To see job announcement for BARDA director, please go to next page.

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Explanatory Note

Here is a description of this 13-page PDF file posted on the website (http://www.pogo.org) of the Project On Government Oversight (POGO). Pages 2-13 of this file are copies of pages originally posted on a government website, as described below.

Pages 2-12. The 11-page job announcement for BARDA director was originally posted by USAJOBS at


from May 1 to June 29, 2007 (approximate dates). After the open period ended (on June 29), the announcement was removed and replaced by a page stating that the job announcement was no longer available for viewing.

Page 13. This is the single page posted on the same website as the job announcement (and replacing that announcement). The page appeared soon after the end of the open period (June 29) and contains the statement: “We’re sorry. This job has been removed from the site and is no longer available for viewing.”

This Explanatory Note was written on July 4, 2007, by Ned Feder, a staff scientist at the Project On Government Oversight, and posted at

Department: Department Of Health And Human Services
Agency: Office of the Secretary of Health and Human Services
Sub Agency: Department of Health and Human Services
Job Announcement Number: OS-SES-2007-0044

Overview
Duties
Qualifications & Evaluations
Benefits & Other Info
How to Apply

+ Back to Search Results

Deputy Assistant Secretary and Director, Office of BARDA

**SALARY RANGE:** 111,676.00 - 154,600.00 USD per year

**OPEN PERIOD:** Tuesday, May 01, 2007 to Friday, June 29, 2007

**SERIES & GRADE:** ES-0601-99/99

**POSITION INFORMATION:** Full Time Permanent

**PROMOTION POTENTIAL:** 99

**DUTY LOCATIONS:** 1 vacancy - Washington DC Metro Area, DC

WHO MAY BE CONSIDERED:
All United States Citizens and Non-Citizens as allowed by appropriations and statute.

Maximum salary limit may be increased to $168,000 when the Department's SES Performance Management System is certified for 2007 by OPM and OMB.

Note: If you are not presently or previously a member of the Career Senior Executive Service, you must serve a one-year probationary period.

**JOB SUMMARY:**
Become a part of the Department that touches the lives of every American! At the Department of Health and Human Services you can give back to your community, state, and country by making a difference in the lives of Americans everywhere. Join HHS and help to make our world healthier, safer and better for all Americans.

This Position is located within the Biomedical Advanced Research and Development Authority Office (BARDA), a component of the Office of the Assistant Secretary for Preparedness and Response (ASPR) in the Office of the Secretary for Health and Human Services (OS/HHS). APR includes the following components: Immediate Office (IO); Office of Public Health Emergency Medical Countermeasures (OPHEMC); Office of Preparedness and Emergency Operations (OPEO); Office of Medicine, Science and Public Health (OMSPH); and the Office of Policy and Strategic Planning (OPSP).

A key function of BARDA is to direct and coordinate Project BioShield
activities related to the advanced development and acquisition of vaccines and other pharmaceuticals to be included in the Strategic National Stockpile (SNS); directs advanced development and capacity building of pandemic influenza medical countermeasures and coordinates the acceleration of countermeasure and product advanced research and development. BARDA supports the ASPR by working with all scientific agencies of the Department, including the National Institutes of Health (NIH), the Center for Disease Control and Prevention (CDC), the Food and Drug Administration (FDA), as well as other Government, private, and non-profit scientific entities.

This position will be filled in the following field: General Health Science (601).

**KEY REQUIREMENTS:**
- US Citizens and Non-Citizens as allowed by appropriations and statute.
Deputy Assistant Secretary and Director, Office of BARDA

Additional Duty Location Info: 1 vacancy - Washington DC Metro Area, DC

MAJOR DUTIES:
As the Deputy Assistant Secretary and Director, the incumbent is responsible for two major programs; Public Health Emergency Medical Countermeasures and responsibilities under the Biomedical Advanced Research and Development Authority in addition to serving as the Public Health Medical Countermeasures Enterprise (PHMCE) executive level coordinator. The incumbent will coordinate the interagency efforts to: 1) define and prioritize requirements for public health medical emergency countermeasures; 2) coordinate research, early and late stage product development and procurement activities addressing the requirements; 3) set deployment and use strategies for medical countermeasures held in the Strategic National Stockpile (SNS) 4) facilitate and increase expeditious and direct communication between the Department of Health and Human Services and relevant persons with respect to countermeasure and product advanced research and development; 5) convene meetings with representatives from relevant industries, academia, other Federal agencies, international agencies, and other interested persons; and 6) conduct ongoing searches and support for potential qualified countermeasures and qualified pandemic or epidemic products.

Provide overall organizational management including determining overall organizational structure, manpower requirements and activities; assuring effective use of available resources; budgeting; research efforts; and program evaluation.

Provide a full range of first-line supervision to the BARDA staff, which requires supervisory skills and abilities and the consistent exercise of independent judgement.
Department: Department Of Health And Human Services
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**Deputy Assistant Secretary and Director, Office of BARDA**

**QUALIFICATIONS REQUIRED:**

**BASIC QUALIFICATIONS**

You must have one year of specialized experience at a level close to the work of this job that has equipped you with the particular knowledge, skills, and abilities required to successfully perform the duties of the position (GS-15 in the Federal government or equivalent). Typically, we would find this experience in work within this field or a field closely related.

**COMPETITIVE REQUIREMENTS**

You must meet all of the following mandatory qualifications to be eligible for further consideration:

**Mandatory Professional / Technical Qualifications**

You must have:

A) Demonstrate successful knowledge, skills and abilities in the areas of medical research and the medical aspects of public health related to preparedness and response to medical and health effects of naturally occurring infectious diseases and deliberately released biologic, chemical and radiation threats.

B) Demonstrated professional knowledge and experience in a medical specialty that provides an understanding of comprehensive care of common and complex illnesses (i.e. medical knowledge and experience in public health, infectious diseases, and epidemiology; professional knowledge and experience in medicine, microbiology, and immunology relative to disease mechanisms and therapeutics).

C) Demonstrated professional knowledge and experience in medical countermeasures (vaccines, biologics, drugs, and diagnostics) research, development, manufacturing, production, and product regulation).

D) Evidence of extensive training and progressive government
experience in medical countermeasures acquisitions and acquisition program management.

E) Evidence of intensive knowledge of and experience in Federal and Industry programs, regulations, statutes, policies and directives that govern programs in the medical and pharmaceutical research and development arena.

F) Experience which demonstrates the ability to communicate complex politically sensitive policy issues orally and in writing.

**Mandatory Managerial / Executive Qualifications**

*You must have:*

A) Knowledge of best practices to maximize efficiency of operations and ensure coordinated, streamlined and results-oriented management relevant to managing the infrastructure of an organization.

B) Demonstrated commitment to effective equal opportunity policy and programs.

**Desirable Qualifications**

*It is desired that you have:*

A) Knowledge of and experience in governmental medical and pharmaceutical research and development programs and organizations, including those at the Department of Health and Human Services, the Department of Defense, and the Department of Homeland Security.

B) Experience which demonstrates expertise and successful management of an organization which has included: (1) Skill in the formulation, presentation, and execution of a budget; (2) Conducting cost-effectiveness studies and developing long-range planning models; (3) Development of comprehensive action plans for the resolution of complex organizational and operational problems.

Specialized Education:

601-General Health Science: A Ph.D or equivalent professional experience or a combination of education and equivalent experience in an academic field related to the health science or allied sciences appropriate to the work of the position.

**Mandatory Executive Core Qualifications**

Below are narrative descriptions of the Mandatory Executive Core Qualifications that you will be presented with once you have applied to this vacancy. You must clearly demonstrate in your responses that you possess the experience, knowledge, skills and ability to perform the duties of an executive. Unless you are currently serving under a Career Senior Executive Service (SES) appointment, are eligible for reinstatement into the SES, or have successfully completed an SES Candidate Development Program approved by the Office of Personnel Management, you must address the Executive Core Qualifications (ECQs).
You will be prompted to provide narrative descriptions including specific examples of your experience, education, and accomplishments that are applicable to each of the following factors. Applicants are encouraged to visit [http://www.opm.gov/ses/handbook.html](http://www.opm.gov/ses/handbook.html) and view the Office of Personnel Management's "Guide to Senior Executive Qualifications." Please use the Challenge, Context, Action, Results (CCAR) format that is suggested in the OPM guidance. Please review these qualifications and then follow the instructions found in the "How to Apply" section of this vacancy announcement. You will not be considered if you do not follow the instructions. Responses to the ECQs must not exceed 10 pages.

**Note:** Effective October 1, 2006, the Office of Personnel Management revised the Executive Core Qualifications as reflected below:

**Leading Change:** This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this Executive Core Qualification (ECQ) is the ability to establish an organizational vision and to implement it in a continuously changing environment. (Competencies: creativity and innovation, external awareness, flexibility, resilience, strategic thinking, vision)

**Leading People:** This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts. (Competencies: conflict management, leveraging diversity, developing others, team building)

**Results Driven:** This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high quality results by applying technical knowledge, analyzing problems, and calculating risks. (Competencies: accountability, customer service, decisiveness, entrepreneurship, problem solving, technical credibility)

**Business Acumen:** This core qualification involves the ability to manage human, financial, and information resources strategically. (Competencies: financial management, human capital management, technology management)

**Building Coalitions:** This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals. (Competencies: partnering, political savvy, influencing/negotiating)

Note: Current/Former Career SES'ers, as well as SES Candidate Development graduates (with OPM Certification), please provide documentation of your QRB approval. Fax documentation of your QRB approval to 301-480-5116 (Attention: Executive Resources Team). Include the vacancy announcement number on your transmittal.

**HOW YOU WILL BE EVALUATED:**
Your resume and responses to the mandatory qualification narratives are an integral part of the process for determining your basic and specialized qualifications for the position.

The Senior Executive Service Merit Staffing Process will be used to evaluate your application. Generally, this process includes preliminary review of your application by a human resources specialist, rating and ranking of applicants by a panel of subject matter experts with in depth knowledge of the job's requirements, evaluating each candidate's qualifications, and making recommendations to the selecting official. Upon selection for the position, your qualifications will be evaluated by an Executive Resources Board of the Department of Health and Human Services and your Executive Core Qualifications will be forwarded to an OPM-administered Qualifications Review Board for certification.

There are several parts of the application process that will affect the overall evaluation of your application:

1. Your resume which is part of your USAJOBS profile
2. Your responses to the core questions
3. Your responses to mandatory qualification narratives
4. Your supporting documents, if requested

Responses to the mandatory qualification narratives that are not supported by your resume and/or supporting documentation may eliminate you from highly or well-qualified status and/or result in non-referral.

Additional details on the application process can be found at the "How to Apply" section of this announcement.

Please be sure to allow yourself adequate time to apply for this vacancy. We recommend that you preview the questions for this announcement before you start the application process using the "click here" link below.

To preview questions please click here.

Questions? Send Mail to: Department of Health and Human Services 5600 Fishers Lane Rockville, MD 20857 Fax: 301-480-5116

For questions about this job: Kisha Hightower Phone: 301-443-2548 Fax: 301-480-5116 TDD: 800-877-8339 Email: Kisha.Hightower@hhs.gov

USAJOBS Control Number: 897610
Deputy Assistant Secretary and Director, Office of BARDA

**BENEFITS:**

**Federal Employees Health Benefits**
You may participate in the Federal Employees Health Benefits program, with costs shared with your employer.

**Life Insurance**
Life insurance coverage is provided.

**Long-Term Care Insurance**
Long-Term Care Insurance is offered and carries into your retirement.

**Retirement**
New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program.

**Vacation**
You will earn annual vacation leave.

**Sick Leave**
You will earn sick leave.

**Holidays**
You will be paid for federal holidays that fall within your regularly scheduled tour of duty.

Alternative work schedule options are available.

If you use public transportation, part of your transportation costs may be subsidized. Our human resources office can provide additional...
information on how this program is run.

OTHER INFORMATION:
ALL APPLICANTS ARE CONSIDERED WITHOUT REGARD TO RACE, RELIGION, COLOR, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, POLITICAL AFFILIATION, AGE (WITH AUTHORIZED EXCEPTIONS) OR ANY OTHER NON-MERIT FACTOR.

FINANCIAL DISCLOSURE:
All employees of the Federal Government are subject to the conflict of interest statues and regulations, including the Standards of Ethical Conduct, that govern activities with outside organizations and reporting financial holdings. This position will require the incumbent to complete a public financial disclosure report prior to the effective date of appointment.

Please refer to the following websites for additional information on the Senior Executive Service:

GENERAL INFORMATION
http://www.usajobs.opm.gov/ei30.asp

SES BASIC QUALIFICATIONS
http://www.opm.gov/SES/handbook.html

Veteran’s Preference does not apply to the SES.

These positions are not designated for the Commissioned Corps. Public Health Service Commissioned Officers interested in applying for this position must resign their commission if accepting this position as SES and must submit a complete application, including resume and qualification narratives.

Send Mail to:
Department of Health and Human Services
5600 Fishers Lane
Rockville, MD 20857
Fax: 301-480-5116

For questions about this job:
Kisha Hightower
Phone: 301-443-2548
Fax: 301-480-5116
TDD: 800-877-8339
Email: Kisha.Hightower@hhs.gov

USAJOBS Control Number: 897610
EEO Policy Statement | Reasonable Accommodation Policy Statement | Veterans Information
Legal and Regulatory Guidance
Department: Department Of Health And Human Services
Agency: Office of the Secretary of Health and Human Services
Sub Agency: Department of Health and Human Services
Job Announcement Number: OS-SES-2007-0044

HOW TO APPLY:
Click on the button 'Apply Online' at the bottom of this Screen and login to my USAJOBS.

If you haven't already registered with USAJOBS, the system will require you to create a username and password, complete a questionnaire and paste or type a resume into USAJOBS.

If you have already registered with USAJOBS and forgot your login information, select the "Did you forget your username and/or password" link from the right side menu.

Applications (resume and application questions) for this vacancy MUST be received on-line via the USAJOBS web site before midnight Eastern Standard Time on the closing date of this announcement.

For additional Information:
Rockville Center HelpDesk
Telephone 888-478-4340
quickquestions@psc.gov

Hours of operation: Monday through Friday 7:30AM to 4:00PM EST
TTY/TDD 800-877-8339

REASONABLE ACCOMMODATION:
This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please contact the Rockville Center HelpDesk Telephone (888)-478-4340, TTY/TDD (800)-877-8339; email quickquestions@psc.gov. The decision on granting reasonable accommodation will be made on a case-by-case basis.

If applying online poses a hardship to you, the Rockville Center HelpDesk listed on the announcement will provide assistance to ensure that applications are submitted online by the closing date. You must contact the Rockville Center HelpDesk prior to the closing date of this announcement to receive assistance. Hours of operation: Monday through Friday 7:30AM to 4:00PM EST
REQUIRED DOCUMENTS:
Please be prepared to submit supporting documentation, such as a copy of your SF-50, within 48 hours upon request.

Failure to submit documents after being requested by this HR office within the required timeframe will eliminate you from consideration for this position.

AGENCY CONTACT INFO:
Kisha Hightower
Phone: 301-443-2548
Fax: 301-480-5116
TDD: 800-877-8339
Email: Kisha.Hightower@hhs.gov

Or write:
Department of Health and Human Services
5600 Fishers Lane
Rockville, MD 20857
Fax: 301-480-5116

WHAT TO EXPECT NEXT:
Once your complete application is received we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. You will be notified of the outcome by e-mail.
We're sorry. This job has been removed from the site and is no longer available for viewing.