**Director, Office of Nutrition, Labeling   
and Dietary Supplements**

**College Park, MD**

*U.S. Food and Drug Administration (FDA/*

*Center for Food Safety and Applied Nutrition (CFSAN)  
Office of Nutrition, Labeling & Dietary Supplements (ONLDS)*

**OVERVIEW:**

On behalf of the FDA / Center for Food Safety and Applied Nutrition (CFSAN) we are seeking interested candidates for the leadership role of Director, Office of Nutrition, Labeling and Dietary Supplements. This is a key role leading all matters related to planning, implementation, execution and administration of actives, policies, programs and goals which effect standards, food labeling, nutrition, and dietary supplement, infant formula and medical foods. The Director will work with top level Center and Agency officials and is the principal Agency liaison to federal, state and foreign organizations, industry and other stakeholders on policy issues affecting these products. This is an outstanding opportunity for an experienced leader and scientist to support this critical initiative and have a meaningful and positive impact on public consumption of food products.

The FDA is a scientific regulatory agency responsible for the safety of the nation's domestically produced and imported foods, cosmetics, drugs, biologics, medical devices, and radiological products. CFSAN is one of eight product-oriented centers that carry out the FDA’s mission. CFSAN has employees ranging from secretaries and other support staff to highly specialized professionals such as chemists, microbiologists, toxicologists, food technologists, pathologists, molecular biologists, pharmacologists, nutritionists, epidemiologists, mathematicians, sanitarians, physicians and veterinarians.

The Office of Nutrition, Labeling and Dietary Supplements is one of eight offices within CFSAN which leads all matters that effect standards related to, food labeling, nutrition, dietary supplements, infant formula and medical food which supports the center for excellence and innovation in FDA science that will advance the agency's ability to protect and promote the health of the public.

**Major responsibilities will include:**

* Serves as principal advisor to the Director and provides leadership and direction in all matters related to the planning, development , formulation, implementation , execution , administration, and coordination of Center activities which affect policies, programs and goals involving food standards, food labeling, nutrition, dietary supplements, infant formula, and medical foods .
* Participates in and contributes to top level Center and Agency conferences on planning and developing overall activities involving broad policy matters and issues that cut across organizational lines and require the interpretation and adaptation of program objectives and decision making which have a major impact on the regulated industry as a whole and on nutrition science, food labeling, dietary supplements, infant formula, and medical foods.
* Collaborates with the Center Director and other key Agency officials identifying needs, formulating and developing plans, strategies, policies, program content , direction, priorities, and goals to ensure that Center and Agency public health objectives are accomplished .
* Implements, executes, and administers policies, plans and programs pertaining to food standards, food labeling, nutrition, dietary supplements, infant formula, and medical foods. Analyzes and provides authoritative evaluations and recommendations concerning the initiation, curtailment, consolidation, or decentralization of programs and in the economical deployment of resources for maximum productivity and to efficiently and economically accomplish the Office's responsibilities.
* Serves as the principal Agency liaison to federal, state and foreign organizations , industry, and other stakeholders on policy issues and initiatives related to food standards , food labeling, nutrition, dietary supplements, infant formula , and medical foods.
* Advises and informs the Center Director and other key Agency officials on activities, resources, and related considerations which may affect or bear on the planning , development , and administration of Center programs affecting food standards, food labeling, nutrition , dietary supplements, infant formula, and medical foods.
* Represents the Center Director and FDA, and participates as the Center's scientific authority on all matters related to food standards , food labeling, nutrition, dietary supplements, infant formula , and medical foods in conference , meetings, and discussions with top industry representatives, the scientific and academic communities, national and international scientific and health professional organizations and groups , representatives from other Federal, State and local agencies and others to secure , exchange, and provide information concerning critical and significant issues, actions, and emerging problems related to food standards, food labeling, nutrition , dietary supplements , infant formula and medical foods. Presents expert evaluation of specific issues and/or conclusions and recommendations reflecting the Center's and Agency's view or position on policies and programs related to food standards , food labeling, nutrition, dietary supplements, infant formula , and medical foods, and commits resources toward program accomplishments and/or for developing courses of actions and alternatives in the resolution of actual or potential problems.
* Participates as the agency representative or with the Center Director, Agency officials, and others in testifying before Congress and in meetings with other Federal agencies, the regulated industry, public interest groups and other stakeholders. Prepares materials for the use or inclusion in Congressional testimony on issues related to food standards, food labeling, nutrition, dietary supplements, infant formula, and medical foods. Represents the Center and FDA on committees and at professional meetings, both national and international, and makes commitments, suggestions and provides authoritative recommendations concerning policies, programs, and the evaluation of scientific considerations involved in food standards, food labeling, nutrition, dietary supplements, infant formula, and medical foods .
* Provides executive leadership and scientific direction to a multidisciplinary staff, and oversees the development of regulations, position papers, regulatory guidelines, and advisory opinions on food standards, food labeling, nutrition, dietary supplements, infant formula, and medical foods.
* Reviews and evaluates Office activities in terms of achieving program goals and objectives and accomplishing assigned functional responsibilities. Ensures that the organizational structure of the Office provides for uniformity, optimum effectiveness and operational efficiency. Analyzes and defines 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-Center cooperation to achieve program objectives.

**Required candidate experience:**

* To qualify, applicants must have a distinguished record of accomplishment, scientific stature, and recognition in the nutrition and public health discipline.  The candidate must have a Ph.D, (or equivalent) degree in nutrition, biochemistry, food chemistry, medicine, or public health, and must have a background, through experience or training, in nutrition or in the behavioral sciences concerned with food.  The ideal candidate will also have substantial executive level experience that demonstrates strong leadership abilities in a scientific or public health environment.

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