

REIMBURSABLE DETAIL
FDA Center for Tobacco Products

The Food and Drug Administration (FDA) Center for Tobacco Products (CTP) is offering a Detail opportunity for a **Health Communications Specialist GS-1001-12**. Current HHS employees at the GS-11 and GS-12 levels are encouraged to apply. The Detail is available immediately for a period of 120 days. PHS Commissioned Corps Officers may apply. A temporary promotion may be considered.

Bargaining Unit Status:	Bargaining Unit Position
Position:	Health Communications Specialist
Office Location:	FDA Center for Tobacco Products 10993 New Hampshire Ave Silver Spring, MD 20903
Opening Date:	February 23, 2018
Closing Date:	March 8, 2018
Area of Consideration:	HHS-Wide

The Center for Tobacco Products offers a fast-paced, dynamic environment and an opportunity to work with dedicated, energetic people who really want to make a difference and improve public health.

The position is ideal for someone who wants to have a critical role in the organization and would enjoy the challenge of handling a variety of assignments related to the regulation of tobacco products. The incumbent will be involved with diverse communication announcements related to the science, regulatory review, and/or compliance mission of the Office.

Duties include:

The selected employee will serve as a Health Communications Specialist on the Strategic Communications Team within the Office of Health Communication & Education (OHCE).

The duties may include:

- Translating and communicating complex scientific research in terms that meet the needs of a variety of audiences (e.g., public, media, partner organizations, etc.).
- Gathering data and developing products such as key messages, communication plans, Questions and Answers, and email announcements.
- Working with subject matter experts to plan, develop, implement, and evaluate information and educational materials intended to reach broad national audiences.
- Submitting material for management review and required clearances.
- Ensuring communication efforts are consistent with Office and Center priorities.
- Additional duties as assigned.

Desired Knowledge and Skills:

- Excellent organizational skills.
- Skill in working collaboratively.
- Excellent oral and written communication skills.
- Ability to effectively plan, organize, and coordinate numerous projects.

Application Procedure:

Supervisory concurrence should be obtained before you apply to this detail. The detail opportunity is open to all HHS candidates qualified for the GS -11 and GS-12 grade levels or Commissioned Corps Officers.

Interested applicants should submit a copy of their resume, most recent copy of SF-50, and statement of interest via email to:

Amanda Clatterbaugh
Program Analyst
Office of Management, Center for Tobacco Products, FDA
Amanda.Clatterbaugh@fda.hhs.gov

Detail is reimbursable.
Travel Expenses will not be paid.

Candidates must express interest by March 8, 2018

***This is not an official vacancy announcement under the Merit Promotion System**