REIMBURSABLE DETAIL
Center for Tobacco Products
Office of Science

The Center for Tobacco Products is offering Detail opportunities for an **Engineer (Lead) GS-0801-14**. Applicants and current employees at the GS-13 and GS-14 level are encouraged to apply. The Detail is available immediately for a period of 120 days. PHS Commissioned Corps Officers may apply. A temporary promotion will be considered.

Bargaining Unit Status: Non-Bargaining Unit Position

Position: Engineer (Lead)

Office Location: FDA
Center for Tobacco Products
10903 New Hampshire Ave.
Silver Spring, MD 20993

Opening Date: **2/20/2018**
Closing Date: **2/27/2018**

Area of Consideration: **FDA-Wide**

Created in 2009, the Center for Tobacco Products (CTP) is responsible for implementing the Family Smoking Prevention and Tobacco Control Act. This law gives FDA authority over tobacco products by adding a new chapter to the Food, Drug and Cosmetic Act. The Tobacco Control Act gives FDA the authority to regulate tobacco products and manufacturers of those tobacco products based on the best available science, and CTP is responsible for both assessing and fostering that science-base. CTP's actions have significant public health and consumer protection impact, and are among the most important issues faced by FDA in its long and distinguished history. CTP is seeking motivated, creative people to continue building up the Center. If you are seeking to join a dynamic workplace in a relatively new organization, then bring your talents to CTP!

Duties include:
The selected employee will serve as a Lead Engineer that supports CTP's scientific review programs and activities. The duties may include:

- Provide authoritative and professional expertise in dealing with engineering aspects of public health issues related to tobacco and/or other regulatory products.
- Stay abreast of scientific developments and current practices in the engineering of tobacco products through review of published literature, tobacco industry documents, and by continuing professional development through interactions with experts in the field.

- Present to and participate in highly important conferences and meetings to promote or address strategic partner interests related to tobacco and/or other regulated products engineers.
- Consults with other Center for Tobacco Products (CTP) staff in the design of public health programs to understand and incorporate the engineering aspects in an integrated approach to disease or injury prevention. Partners with other government agencies and private organizations to accomplish program objectives.
- Develops and recommends new and revised guidelines for regulated products, providing scientific information as needed to support policy and guidance development.
- Conducts review of industry submissions by analyzing and determining the adequacy of data and tests submitted by a manufacturer to support claims including whether the product is appropriate for the protection of public health.
- Provides verbal and written findings and recommendations to other Agency organizations, other Federal agencies, regulated industry, universities, and State, local, and foreign governments.
- Ensures that the organization's strategic plan, mission, vision, and values are communicated to the team and integrated into the team's strategies, goals, objectives, work plans and work products and services.
- Articulates and communicates to the team the assignment, project, problem to be solved, actionable events, milestones, and/or program issues under review, and deadlines and time frames for completion.
- Coaches the team in the selection and application of appropriate problem solving methods and techniques; provides advice on work methods, practices and procedures; and assists the team and/or individual members in identifying the parameters of a viable solution.
- Leads the team in identifying, distributing and balancing workload and tasks among employees in accordance with established work flow, skill level and/or occupational specialization; making adjustments to accomplish the workload in accordance with established priorities to ensure timely accomplishment of assigned team tasks; and ensuring that each employee has an integral role in developing the final team product.
- Prepares reports and maintain records of work accomplishments and administrative information, as required, and coordinates the preparation, presentation and communication of work-related information to the supervisor.
- Reports to the supervisor periodically on team and individual work accomplishments, problems, progress in mastering tasks and work processes, and individual and team training needs.
- Represents the team consensus and convey the team's findings and recommendations in meetings and dealings with other team leaders, program officials, the public, and other customers on issues related to or that have an impact on the team's objectives, work products, and/or tasks.
- Leads the team in assessing its strengths and weaknesses and provide leadership to the team in exploring alternatives and determining what improvements can be made (e.g., in work methods, processes and procedures).

Desired Knowledge and Skills:

- Mastery of and skill in applying advanced theories, principles, concepts, practices, standards, and methods of engineering, is required in order to provide technical expertise and leadership to the team and to collaborating scientists in the development of these reagent products.
- Mastery of engineering processes, and an ability to apply this knowledge to the development of new products and the accomplishment of the goals of the team.
- Ability to manage and assess the work of engineering reviewers.
- Ability to evaluate work products provided by engineering reviewers to ensure they are scientifically valid.
- Understand how to plan and establish long and short range policies for team members.
- Excellent organizational skills.
- Skill in working collaboratively.
- Excellent oral and written communication skills.

Application Procedure:
Supervisory concurrence should be obtained before you apply to this Detail. The Detail opportunity is open to all qualified candidates at the GS-13 and GS-14 grade level and Commissioned Corps Officers (04, 05, 06).

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

Rebecca Michele Martin
Program Analyst
Office of Management, Center for Tobacco Products, FDA
Rebecca.Martin@fda.hhs.gov

Please submit a copy of your transcripts, if you are in a different series.
Detail is reimbursable.
Travel Expenses will not be paid.

Candidates must express interest by February 27, 2018
***This is not an official vacancy announcement under the Merit Promotion System**