

**REIMBURSABLE DETAIL
Center for Tobacco Products
Office of the Center Director**

The Center for Tobacco Products (CTP), Office of the Center Director (OCD) is offering a detail opportunity to Policy Analyst, GS-301-11/12. Applicants at the GS-11 and -12 levels are encouraged to apply. The Detail is available for a period of **120 days**.

Bargaining Unit Status: Bargaining Unit Position

Office Location: FDA
Center for Tobacco Products
Silver Spring, MD

Opening Date: **February 28, 2018**
Closing Date: **March 13, 2018**

Area of Consideration: **FDA-Wide**

The CTP, Office of the Center Director 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 play a critical support role in an organization leading FDA's efforts to regulate tobacco products.

Duties include:

The selected employee will serve as a Policy Analyst in the OCD, Stakeholder Relations Office (SRO) and will be responsible for carrying out projects related to establishing and maintaining relationships with key stakeholders. Working with senior Policy Analysts, the employee will participate in the development and implementation of CTP policies and plans. Duties include:

- Works with representatives from regulated industry and the full range of stakeholder relations organizations to make sure they are aware of CTP's activities.
- Works with staff of other federal agencies and state and local government to share information and coordinate efforts relating to tobacco products or tobacco use.
- Reviews, summarizes and drafts responses to public comments received on proposed regulations.
- Prepares replies to correspondence from the regulated community and other interested persons on issues that are industry-wide in scope or have broad health implications and that concern precedent-setting interpretations of FDA policy.
- Assists in drafting or reviewing proposals for new regulations and policy statements.
- Represents the Center at relevant meetings and conferences.

Desired Knowledge and Skills:

- Knowledge of the mission, programs, operations and relationships of the serviced organization to provide policy liaison services.
- Familiarity of the Family Smoking Prevention and Tobacco Control Act and of Federal, State, and local tobacco control policy issues.
- Ability and experience in policy research and analysis in general and/or relating to tobacco control issues.
- Experience working with representatives of regulated industry, public health and/or tobacco communities, state and local programs, and other government and nongovernment agencies; state and local legislators, legislative staff, committees and other government officials.
- Skill in oral and written communication.
- Ability to accurately proofread and edit documents.
- Ability to plan and organize activities to provide effective control and direction over assigned functions, such as conferences, coalitions, and advisory groups.
- Ability to prioritize tasks.

Application Procedure:

The detail opportunity is open to all qualified candidates at the GS-11 and -12 grade levels or Commissioned Corps officers. A temporary promotion is not available.

Supervisory concurrence must be obtained if you are selected for this detail.

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

Gretchen Winand
Office of Management, Center for Tobacco Products, FDA
gretchen.winand@fda.hhs.gov

Detail is reimbursable.

Travel Expenses will not be paid.

Candidates must express interest by March 13, 2018.

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