REIMBURSABLE DETAIL
Center for Tobacco Products
Office of Science

The Center for Tobacco Products (CTP), Office of Science is offering a detail opportunity for **Unclassified Duties (equivalent to a Science Policy Analyst, GS–9/11).** Applicants at the GS-9 and GS-11 levels are encouraged to apply. The Detail is available for a period of 120 days; multiple individuals may be selected on a rotating basis. A temporary promotion is not available.

Bargaining Unit Status: Bargaining Unit Position

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

Opening Date: **March 7, 2018**
Closing Date: **March 20, 2018**

Area of Consideration: **FDA-Wide**

The CTP, Office of Science 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.

Duties include:
The selected employee will serve under Unclassified Duties as a Science Policy Analyst/Project Manager in the Office of Science, CTP and is responsible for tracking, analyzing, providing advice, and resolving issues regarding scientific and regulatory requirements concerning the application of legislation and pertinent regulations relating to public health based regulation of tobacco products. Assignments are often complicated by the need to extensively research regulatory science issues and to develop new innovative regulatory approaches to decrease the tremendous toll of disease, disability and death caused by tobacco use in the United States. In this capacity and to provide assistance to more senior staff on the policy team, the incumbent:

- Monitors, compiles, and tracks incoming requests to the policy team from various stakeholders to support the team in the prioritization of assigned tasks and projects, and in the tracking of the due dates for projects and tasks assigned to policy team staff.
- Coordinates review of regulatory science policy documents, including rulemaking and guidance documents, by a wide variety of scientific specialists; synthesizes information from different specialists and drafts an Office consensus position on scientific and policy issues.

- Sets up and manages the logistics of meetings (point of contact, agendas and minutes), and attends assigned meetings to bring issues back to the policy team and to provide input from the science policy perspective within CTP.
- Participates in the analysis, planning, design, and implementation of regulatory science projects. Identifies potential obstacles and develops policy options for management consideration for enabling the Center to achieve its policy goals and objectives.
- Assists in evaluating proposed regulatory program options, and evaluating project implementation plans for improvements.
- Drafts, edits and reviews a variety of regulatory science documents, including scientific policy whitepapers, rulemaking and guidance documents, to support implantation of the Office's core responsibilities of scientific assessment of tobacco products.
- Researches and analyzes information relating to the Office's regulatory science programs; drafts reports and responses to inquiries such as GAO requests.

Desired Knowledge and Skills:

- Knowledge of the basic principles and limitations of biological or physical scientific theories. Skill in applying the basic scientific principles, concepts and methodology in performing recurring investigations, operations, or procedures.
- Ability to evaluate options and develop new approaches which may be used by others in solving a variety of regulatory science problems.
- Knowledge of the Federal Food, Drug and Cosmetic Act and implementing regulations at Title 21 CFR, related to CTP-regulated products.
- Skill in analyzing problems, planning and coordinating activities for regulatory science policies and procedures.
- Skill in working collaboratively in teams; excellent interpersonal skills.
- Excellent project management and time management skills (e.g., coordination of meeting logistics, meeting agendas and minutes, and follow up on action items, etc.)
- Strong interest in learning and expanding their knowledge of FDA's regulatory science activities.
- Ability to effectively communicate scientific information orally and in writing.

Application Procedure:

The detail opportunity is open to all qualified candidates at the GS-9 and GS-11 grade level or Commissioned Corps officers.

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

Gretchen Winand, Program Analyst, Office of Management,
gretchen.winand@fda.hhs.gov; 240-402-4053

Detail is reimbursable. Travel expenses will not be paid.

Candidates must express interest by March 20, 2018.

Supervisory concurrence is required to accept the detail; it is NOT required to apply.
*This is not an official vacancy announcement under the Merit Promotion System.