REIMBURSABLE DETAIL
Center for Tobacco Products

The Center for Tobacco Products (CTP), Office of Science (OS) is offering a Detail opportunity for a **Regulatory Information Specialist, GS-301-12/13**. Applicants at the GS-11, GS-12 or GS-13 levels are encouraged to apply. The Detail is available immediately for a period of 120 days.

Bargaining Unit Status: Bargaining Unit Position

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

Opening Date: **April 3, 2018**
Closing Date: **April 16, 2018**

Area of Consideration: **HHS-Wide**

The Food and Drug Administration is responsible for protecting the public health by assuring the safety, efficacy and security of human and veterinary drugs, biological products, medical devices, our nation's food supply, cosmetics, and products that emit radiation. FDA is also responsible for tobacco product regulation in order to decrease the tremendous toll of disease, disability and death caused by tobacco use in the United States.

The FDA Center for Tobacco Products (CTP) is responsible for carrying out the Family Smoking Prevention and Tobacco Control Act, which Congress passed in 2009. This law – commonly called the Tobacco Control Act – gives the Center broad authority to regulate the manufacturing, distribution, and marketing of tobacco products.

The Center for Tobacco Products offers a fast-paced, dynamic environment and an opportunity to work with dedicated, energetic people who make a difference and strive to 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 improving the CTP Office of Science SharePoint site and other data management activities.

Duties include:
The selected employee will support CTP's SharePoint sites for scientific review programs and related activities. The duties may include:

- Serving as a co-leader of interdisciplinary project teams to gather, analyze, document, communicate, and validate requirements for business processes supported by SharePoint.
- Analyzing regulatory review and scientific health information/data needs of the Office of Science in relation to existing capabilities for providing information to reviewers, and

management on a variety of topics associated with the regulatory review process and research projects.
- Performing quality assurance activities pertaining to the integrity and accuracy of existing regulatory information and new data.
- Reviewing and testing enhancements made by contractor as a means of assuring quality control and acceptability of work by contractor.
- Training a variety of users, reviewers, and managers on how to use the system, types of information available, and reporting capabilities.

Desired Knowledge and Skills:

- Knowledge and experience in eliciting requirements, designing, building, and maintaining SharePoint sites for FDA.
- Demonstrated experience providing support and technical guidance. Includes but not limited to help with SharePoint permissions, list and library configurations, views, web part configurations, page modifications, site updates, navigation links and performing user adds/changes/deletes as requested.
- Demonstrated experience creating or updating existing sites; creating and modifying document libraries, lists and views; managing permissions; creating or updating forms (InfoPath).
- Ability to meet project goals, and skill in planning and organizing work to accomplish a variety of concurrent activities.
- Skill in working collaboratively.
- Excellent oral and written communication skills.

Application Procedure:
You must be a current employee within HHS.

Supervisory concurrence is required to accept the detail; it is not required to apply. The detail opportunity is open to all candidates qualified for the GS-12 or GS-13 grade level or Commissioned Corps officers. A temporary promotion may be available.

Interested applicants should submit a copy of their resume, most recent copy of SF-50, and 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 April 16, 2018.
***This is not an official vacancy announcement under the Merit Promotion System.**