

REIMBURSABLE DETAIL
Center for Tobacco Products

The Center for Tobacco Products (CTP), Office of Management is offering a Detail opportunity for a **IT Project Manager, GS-2210-13**. Current HHS (and all OPDIVs under HHS) employees at the GS-12/13 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: IT Project Manager

Office Location: FDA
Center for Tobacco Products
White Oak
Silver Spring, MD 20993

Opening Date: **August 16, 2018**

Closing Date: **August 29, 2018**

Area of Consideration: **HHS-Wide (Includes all OPDIVs)**

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 serve as an IT Project Manager in the Information and Technology Staff, Office of Management (OM).

Duties include:

The incumbent will serve as an IT Project Manager that plans and executes all facets of project management to include day-to-day management and oversight of multiple, concurrent IT projects.

The duties may include:

- Planning and managing IT projects involving interrelated technology specialty areas and multiple stages of the systems development lifecycle.
- Serving as an IT project manager (PM) and contracting officer representative (COR) for various CTP IT initiatives.
- Managing IT projects to scope, schedule, and cost, as well as risk and resource management.
- Providing verbal and written status reports to project stakeholders, Office of Information Management and Technology (OIMT), and CTP leadership reporting on project status, risks, issues, budget, etc.
- Reviewing and approving contract deliverables and contract invoices.
- Responding to data calls (typically regarding IT project status, infrastructure, etc.)

- Additional duties as assigned.

Desired Knowledge and Skills:

- Mastery of, and skill in applying, advanced IT principles, concepts, methods, standards, and practices.
- Mastery of, and skill in applying, project management principles, methods, and practices including developing plans and schedules, estimating resource requirements, defining milestones and deliverables, monitoring activities, and evaluating and reporting on accomplishments.
- Excellent organizational skills.
- Skill in working collaboratively.
- Exceptional attention to detail.
- 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 HHS (including all OPDIVs) candidates who are currently at the GS -12 and GS-13 grade levels or Commissioned Corps Officers. Applicants must be currently on a career or career conditional appointment in order to apply.

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

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

Detail is reimbursable.
Travel Expenses will not be paid.

Candidates must express interest by August 29, 2018

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