

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 Unclassified Duties equivalent to a Congressional Activities Analyst. Applicants at the GS-14 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 Office of the Center Director Silver Spring, MD
Opening Date:	April 29, 2019
Closing Date:	May 10, 2019
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 that leads FDA's efforts to regulate tobacco products.

Duties include:

The selected employee will serve under Unclassified Duties in the Program Coordination Branch in the Office of the Center Director. He or she will serve as a Congressional Activities Analyst developing strategies for improving and maintaining strong relationships with the Congress and is an expert advisor to the Center leadership in matters concerning the comprehensive and continuing analysis of Congressional needs, activities and legislative proposals affecting FDA and the CTP.

- Serves as a leader, technical expert and authority on Congressional and legislative activities for the Center.
- Actively monitors Congressional activity related to tobacco regulation and informs senior leadership of activity that could impact the Center.
- Works closely with FDA's Office of Legislation and Office of Congressional Appropriations.
- Works closely with CTP's Office of Management on Congressional appropriations matters.

- Strategically develops and drafts a variety of documents including responses to Congressional correspondence, background and other materials for Congressional briefings, hearing issue papers, and hearing prep Q&A.
- Ensures that the Center's responses to Congress are accurate, timely, responsive, and consistent with the goals of the Agency and the Administration.
- Works across the Center to develop and clear a variety of materials for Congress.
- Works across the Center to develop and clear technical assistance to Members of Congress and committee staff and serves as a focal point in CTP for inquiries, requests for assistance and correspondence.
- Leads the Center's efforts to ensure senior leadership are prepared for briefings with Members of Congress and/or Congressional staff.
- Participates with senior leadership in briefings with Congressional staff. On behalf of the Center, manages the compilation and clearance of follow-up from Congressional briefings and hearings.
- In coordination with FDA's Office of Legislation and Office of Congressional Appropriations, develop proactive Congressional outreach plans, when appropriate.
- Reviews comprehensive congressional databases and extract information relevant to regulated tobacco products from congressional hearings, testimony, reports, legislation, and news items.

Desired Knowledge and Skills:

- Knowledge of the Tobacco Control Act and CTP regulations and policies.
- Knowledge of Congressional operations.
- Ability to communicate in writing. Ability to independently prepare responses to priority inquiries from Congress on issues related to tobacco regulation.
- Ability to communicate orally. Experience serving as a spokesperson to external stakeholders.
- Ability to comprehensively analyze and interpret complex information. Experience working for or with members of Congress or on substantive legislative issues.
- Ability to brief senior leadership, providing advice on matters of mutual concern and importance.
- Knowledge and skills sufficient for analyzing conflicting data and summarizing recommendations or program changes giving consideration to various points of view and specifying the reasons for acceptance or rejection.
- Ability to recommend solutions. Recommends solutions and negotiates favorable outcomes.

Application Procedure:

The detail opportunity is open to all qualified candidates at the GS-14 grade level or Commissioned Corps officers.

Interested candidates must submit the following:

- A current resume including any experience, training and skills that prepare you for this assignment;
- Supervisory concurrence;
- SF-50; and
- Written statement of interest

For additional information, please contact Kimm Witherspoon at 301-796-9200.

Please submit completed applications 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 May 10, 2019.

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