

## **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 Program Specialist. Applicants at the GS-11 and GS-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  
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 effort to regulate tobacco products.

#### **Duties include:**

The selected employee will serve under Unclassified Duties in the Administrative Office in the Office of the Center Director. He or she will assist with the planning, coordinating, and executing the administrative and management duties and responsibilities for the Office of Center Director (OCD).

- Provide advice and operational support to OCD staff on general administrative functions such as domestic and international travel, timekeeping, budget, procurement, space management, property, training, facilities or other administrative management activities.
- Develop strategies and methods to improve office operations within the Office and serve as liaison to the Center administrative staff.
- Establish and maintain procedural and reporting requirements to measure the utilization of all administrative services.
- Exercise judgment in determining applicable procedures and effecting changes in the management tasks being performed.
- Make recommendations on the most efficient way of processing internal work operations.

- Assist Office staff in preparing special reports, presentations, and summaries. Obtain and verify information through research of various sources.

**Desired Knowledge and Skills:**

- Knowledge of administrative procedures and practices governing budget, procurement, personnel, and other administrative functions to provide the full range of administrative services to assigned components of the serviced organization and to provide practical advice and guidance to management in addressing administrative issues.
- Knowledge of the mission, programs, operations, and relationships of the services organization to provide administrative services that are responsive to the specialized needs and contribute to the accomplishment of program objectives. Knowledge of administrative management theories and principles to conduct studies of administrative practices and to recommend improvements in methods, systems, and procedures.
- Ability to plan and organize activities in order to provide effective control and direction over assigned functions.
- Skill in oral and written communication to provide advice and guidance, to prepare and present information, and to negotiate for the acceptance of recommended actions.
- Knowledge of the major issues, program goals and objectives, work processes, and administrative operations of the organization
- Knowledge and skill in adapting analytical techniques and evaluation criteria to the measurement and improvement of program effectiveness and/or organizational productivity;

**Application Procedure:**

The detail opportunity is open to all qualified candidates at the GS-11 and GS-12 grade levels 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
- 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](mailto: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.**