

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 Special Assistant. 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 effort to regulate tobacco products.

Duties include:

The selected employee will serve under Unclassified Duties in the Immediate Office in the Office of the Center Director. He or she will serve as a Special Assistant performing a variety of programmatic and project management duties.

- Assists and supports Center leadership in planning, directing, developing and coordinating Center operations.
- Plans and carries out special assignments involving sensitive policies or issues of special concern to the Center's senior leadership.
- Organizes and assesses incoming requests for meetings, actions or documents. Tracks pending items and flag critical or urgent issues for handling by senior leadership.
- Assists in defining and assessing problems, researching and analyzing solutions, and working collaboratively to implement changes related to the Center's work.
- Gathers and evaluates differing views regarding various policies and initiatives and presents them to Center leadership with analysis and recommendations.

- With guidance and direction from the Center leadership, coordinates and collaborates with CTP staff on relevant issues pertaining to their areas of programmatic, policy, or administrative responsibility.
- Maintains knowledge and awareness of the priorities and perspectives of the Office of the Center Director and exercises analytical judgment to anticipate potential problems and sensitive issues that may arise.
- Monitors and provides reports to Center leadership on the timely and effective completion of high priority program and administrative initiatives.
- With guidance and direction from the Office of the Center Director, communicates policy and program decisions to organizational components. Facilitates and ensures timely exchange of information between CTP offices and the Office of the Center Director.
- Prepares talking points, background materials and briefing materials for meetings with the Commissioner, the Secretary, and other government agencies, as appropriate.

Desired Knowledge and Skills:

- Expert knowledge of the Tobacco Control Act and CTP regulations and policies.
- Ability to prepare and present material on sensitive, controversial, complex issues, and the ability to assess the external environment in which decisions are made and implemented.
- Ability to work collaboratively and constructively within a team.
- Ability to anticipate, recognize and respond to emerging issues and assume responsibility for prioritizing work and resolving conflict.
- Exceptional written and verbal communication skills.

Application Procedures:

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.**