

REIMBURSABLE DETAIL OPPORTUNITY

CENTER FOR TOBACCO PRODUCTS

The Center for Tobacco Products (CTP) is offering a Detail opportunity to **Unclassified Duties** at GS-13 grade level. Commissioned Corps officers are encouraged to apply. The Detail is available immediately for a period of 120 days. **No temporary promotion for this detail.**

Bargaining Unit Status: Bargaining Unit Position

Office Location: FDA
Center for Tobacco Products
Office of Compliance and Enforcement
Division of Business Operations/Contracts and
Program Operations Branch
10903 New Hampshire Avenue, Bldg. 75
Silver Spring, MD 20993

Opening Date: **June 3, 2019**

Closing Date: **June 14, 2019**

Area of Consideration: FDA Employees

On June 22, 2009, the President signed the Family Smoking Prevention and Tobacco Control Act (Tobacco Control Act) (Public Law 111-31) into law. The Tobacco Control Act granted FDA important new authority to regulate the manufacture, marketing, and distribution of tobacco products to protect the public health generally and to reduce tobacco use by minors. To carry out this responsibility, FDA established the Center for Tobacco Products (CTP).

Major Duties will include:

- Act as a liaison between contractors and CTP; prepare and/or review contractual documents such as statements of work, contract proposals, and invoices; and participate in the quality control of contracts.
- Prepare replies to correspondence from interested persons or regulated communities on compliance issues.
- Participate in the decision-making process and in discussions concerning Office and Center-wide plans, enforcement actions, and other compliance activities.
- Suggest ways to improve the quality and work flow of compliance activities and programs.
- Participate on source selection teams, task groups, and technical evaluation teams regarding specific technical aspects of customer programs.
- Conduct briefings and prepare comprehensive reports to keep management advised of project plans and progress and to communicate findings and recommendations

Qualifying specialized experience includes:

- COR Level II or III certification
- Knowledge of the contracts administration process.
- Ability to perform acquisition assignments such as drafting statements of work, performing market research, evaluating proposals, monitoring contracts, assessing performance and resolving contracts issues.
- Ability to coordinate with customers to identify resources including funding, equipment and delivery or performance schedules.
- Ability to assist in the development of requirements analysis, independent government cost estimates, and cost benefit analysis.
- Excellent oral and written communication skills.

Application Procedure:

Supervisory concurrence is required in order to accept a detail; it is NOT required to apply. Supervisory concurrence must be included in the application package.

May make multiple selections to fill position on rotational bases.

This detail opportunity is open to all qualified candidates at the GS-13 grade level and USPHS Commissioned Corps Officers that have not previously held a temporary promotion position within the last 12 months and to U.S. Public Health Service Commissioned Corps Officers.

Applicants with one year of specialized experience at the GS-12 level who meet the basic qualifications of the position may be eligible for temporary promotion.

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

Anne Gentilcore
Anne.gentilcore@fda.hhs.gov
CTP Office of Management

AND

Michele Quander
Michele.Quander@fda.hhs.gov
CTP Office of Management

For questions about this position, please contact Carlene Farris Clarke at 301-796-6844.

Travel Expenses will not be paid.

Applications/resumes must be submitted by June 14, 2019.

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