REIMBURSABLE DETAIL/TEMPORARY PROMOTION OPPORTUNITY
CENTER FOR TOBACCO PRODUCTS

The Center for Tobacco Products is offering a Detail opportunity for a position as a Lead Regulatory Counsel, GS-301-13. PHS Commissioned Corps officers are encouraged to apply. The Detail is available immediately for a period of 120 days.

Bargaining Unit Status: Non-Bargaining Unit Position

Office/Duty Location:
FDA
Center for Tobacco Products
Office of Compliance and Enforcement
Division of State Programs
Division of Promotion, Advertising, and Labeling
Division of Business and Operations
Division of Enforcement and Manufacturing
10903 New Hampshire Avenue
Silver Spring, MD 20993

Opening Date: **06/17/2019**
Closing Date: **06/21/2019**

Area of Consideration: **Open to all Career/Career Conditional 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:

The selected employee will serve as a Lead Regulatory Counsel in the Office of Compliance and Enforcement (OCE) within the **Division of State Programs, Division of Promotion, Advertising, and Labeling, Division of Business Operations and the Division of Enforcement and Manufacturing.** Duties may include:

- Serve as the team leader of substantive mission-oriented programs and other project teams.
- Manage program activities including strategic planning, scheduling meetings, and preparing issue-based agendas and official records of meetings, and tracking overall status of the regulatory project.
- Assure timely completion of regulatory conflicts to avoid delays in achieving goals.
- Monitor and report on the status and progress of work.
- Maintains accurate records of inquiries and responses.
- Conducts research and analyze tobacco inspection data.
- Develops materials, such as slides, fact sheets, instruction documents, and other training materials, to support tobacco compliance and enforcement efforts
- Communicate accurately in writing and verbally when interacting with Program Coordinators and other parties regarding regulatory information.

Qualifying specialized experience includes:

- Knowledge of legislation, regulations, and guidance affecting FDA's Center for Tobacco Products.
- Solid foundation in regulatory review work.
- Excellent oral and written communication skills.

Application Procedure:

This detail opportunity is open to all qualified candidates at the GS-12 or GS-13 grade levels and to U.S. Public Health Service Commissioned Corps Officers. Temporary promotion is available to applicants that have not previously held a temporary promotion with the last 12 months.

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.

More than one selection may be made to fill on a rotational basis.

Supervisory concurrence is required to accept a detail; it is NOT required to apply.

Interested applicants must submit a resume, recent copy of SF-50, and a 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 Jesse Hardin 301-796-6830.

Travel Expenses will not be paid.

Applications/resumes must be submitted by 06/21/2019.

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