

REIMBURSABLE DETAIL
Center for Tobacco Products

The Center for Tobacco Products (CTP), Office of Management is offering a Detail opportunity for an **IT Project Manager, GS-2210-12**. Current HHS (and all OPDIVs under HHS) employees at the GS-12 levels are encouraged to apply. The Detail is available immediately for a period of 120 days. PHS Commissioned Corps Officers may apply. A temporary promotion will not be considered.

Bargaining Unit Status: Bargaining Unit Position

Position: IT Project Manager, GS-2210-12

Office Location: FDA
Center for Tobacco Products
10993 New Hampshire Ave
Silver Spring, MD 20993

Opening Date: **June 21, 2019**
Closing Date: **July 5, 2019**

Area of Consideration: **HHS-Wide (Includes all OPDIVs) Career/Career Conditional Employees**

The Center for Tobacco Products 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 serve as an IT Project Manager in the Information and Technology Staff, Office of Management (OM).

Duties include:

The incumbent will serve as an IT Project Manager that plans and executes all facets of project management to include day-to-day management and oversight of multiple, concurrent IT projects.

The duties may include:

- Planning and managing IT projects involving interrelated technology specialty areas and multiple stages of the systems development lifecycle.
- Serving as an IT project manager (PM) and contracting officer representative (COR) for various CTP IT initiatives.
- Managing IT projects to scope, schedule, and cost, as well as risk and resource management.
- Providing verbal and written status reports to project stakeholders, Office of Information Management and Technology (OIMT), and CTP leadership reporting on project status, risks, issues, budget, etc.
- Reviewing and approving contract deliverables and contract invoices.
- Responding to data calls (typically regarding IT project status, infrastructure, etc.)
- Additional duties as assigned.

Desired Knowledge and Skills:

- Skill in applying, advanced IT principles, concepts, methods, standards, and practices.
- Skill in applying, project management principles, methods, and practices including developing plans and schedules, estimating resource requirements, defining milestones and deliverables, monitoring activities, and evaluating and reporting on accomplishments.
- Excellent organizational skills.
- Skill in working collaboratively.
- Exceptional attention to detail.
- Excellent oral and written communication skills.

Application Procedure:

Supervisory concurrence may be obtained before you apply to this Detail; you must have supervisory concurrence if selected for the Detail. The Detail opportunity is open to all candidates who are currently at the GS-12 grade levels or Commissioned Corps Officers.

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

Amanda Clatterbaugh
Program Analyst
Office of Management, Center for Tobacco Products, FDA
Amanda.Clatterbaugh@fda.hhs.gov

Detail is reimbursable.

Travel Expenses will not be paid.

Candidates must express interest by July 5, 2019

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