

REIMBURSABLE DETAIL
Center for Tobacco Products

The Center for Tobacco Products (CTP), Office of Science (OS), Research Branch is offering a Detail opportunity for an Unclassified Duties (Health Scientist Administrator), GS-0601-13. Applicants and current employees at the GS-13 level are encouraged to apply. The Detail is available immediately for a period of 120 days. PHS Commissioned Corps Officers may apply.

Bargaining Unit Status: Bargaining Unit Position

Position: Unclassified Duties

Office Location: FDA
Center for Tobacco Products
Office of Science
11785 Beltsville Drive
Beltsville, MD 20705

Opening Date: **June 24, 2019**

Closing Date: **July 8, 2019**

Area of Consideration: **FDA-Wide**

The CTP, OS, Research Branch offers a fast-paced, dynamic environment and an opportunity to work with dedicated, energetic people who want to make a difference to improve public health. The position is ideal for someone who wishes to play a critical role in the organization and would enjoy the challenge of handling a variety of fast-paced and high-impact assignments.

Duties Include:

The incumbent serves as an expert in advisory committee management, consultant use, and conflict of interest (COI) issues. The incumbent is responsible for the preliminary administrative and scientific review of tobacco products and related public health issues to be presented to committee members for detailed review. The incumbent performs a number of duties as described in the following:

- Administers the on-going review of issues assigned to the committee.
- Provides a wide variety of information to consultants and committee members as a background for reviewing and evaluating issues, collects and provides information considered to be essential for consultants and members to adequately evaluate assignments.
- Discusses committee actions with leaders of regulated industry, health, and professional organizations and governmental agencies.
- Selects the best qualified committee members for committees, sub-committees and other special assignments.

- Orients new committee members/consultants and ensures continuity in the committee approach towards resolution of issues presented to it.
- Serves a prominent role in planning and arranging workshops, symposia, and seminars, which will lead to more rapid resolution of issues and dissemination of information.
- Maintains contacts with members of various research institutions (academia, foundations, institutes, regulated industry, and other governmental institutions) where potential contributions to the resolution of issues may exist.
- Serves as liaison to other agency committees, organizations and as a participant in conferences and other discussions of problems related to the committees' responsibilities. Strives to develop close working relationships among scientists, physicians, and other professionals concerned with similar problems.
- Prepares reports for General Service Administration (GSA), HHS, and the Office of the Commissioner; writes justifications of needs, meeting summaries, etc.
- Attends all committee meetings; acts as co-chair when in the public interest; develops and approves meeting agendas; determines when meetings should be closed in conformity with legal requirements
- Assumes responsibility for maintaining all committee records; works with committee members in preparing committee reports; and assures that committees meet all legal and agency requirements.

Desired Knowledge and Skills:

- Must possess expert knowledge of scientific principles, theories, and practices of tobacco product regulations and research. Expert knowledge of the full range of tobacco product regulatory and public health issues and awareness of and sensitivity to controversial issues.
- Must possess expert knowledge of the Federal Advisory Committee Act, the Government in Sunshine Act as well as applicable regulations. Ability to interpret and apply provisions of the laws.
- Strong collaboration skills.
- Excellent oral and written communication skills.

Application Procedure:

Supervisory concurrence should be obtained before you apply to this Detail. The Detail opportunity is open to all qualified candidates at the GS-13 grade level or Commissioned Corps Officers (O3/O4).

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

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

If you are not a current Health Scientist Administrator, please submit a copy of your Transcripts with your application.

Detail is reimbursable.
Travel Expenses will not be paid.

Candidates must express interest by July 8, 2019.

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