

REIMBURSABLE DETAIL
Center for Tobacco Products

The Center for Tobacco Products (CTP), Office of the Center Director is offering a Detail opportunity for an **Associate Director for Program Coordination (Supervisory Program Specialist, GS-301-15)**. Current FDA employees at the GS-14/15 levels are encouraged to apply. The Detail is available immediately for a period of up to 120 days. PHS Commissioned Corps Officers may apply. A temporary promotion may be considered.

Bargaining Unit Status: Non-Bargaining Unit Position

Position: **Supervisory Program Specialist, GS-301-15**

Office Location: FDA
Center for Tobacco Products
White Oak Campus, Bldg. 75
Silver Spring, MD 20993

Opening Date: **July 10, 2019**

Closing Date: **July 24, 2019**

Area of Consideration: **FDA-wide**

The Center for Tobacco Products offers a fast-paced, dynamic environment and an opportunity to work with dedicated, energetic people who want to make a difference and improve public health. The position is ideal for someone who wants to serve as an **Associate Director for Program Coordination (Supervisory Program Specialist, GS-301-15)**, in the Immediate Office, Office of the Center Director (OCD).

Duties include:

The incumbent serves as the Associate Director for Program Coordination providing advice and counsel to the Center Director and Deputy Director on key substantive program and administrative matters.

Responsibilities during this detail include, but are not limited to, a variety of programmatic and management duties.

- Assists the Center Director and Deputy Director on all activities that affect CTP programs, projects, and initiatives.
- Coordinates and collaborates with the CTP Deputy Director and Senior Staff on relevant issues pertaining to their areas of programmatic, policy, or administrative responsibility.
- Maintains knowledge and awareness of the Center Director's objectives and exercises analytical judgement to anticipate potential problems and sensitive issues that may arise.
- Ensures the timely and effective completion of high priority program and administrative initiatives.

- Ensures the communication of policy and program decisions to organizational components. Serves as a major point of contact between CTP offices and the Office of the Center Director.
- On behalf of the Center Director, monitors activities throughout the Center for consistency of approach and provides leadership in resolving problems that cut across organizational lines.
- Oversees CTP's Executive Secretariat staff, which includes oversight of controlled correspondence, Congressional work, and GAO/OIG studies.
- Oversees preparation of talking points and briefing materials for meetings with the Commissioner, the Secretary, and other government agencies, as appropriate.
- Serves as a key point of contact with the Commissioner's office.

Desired Knowledge and Skills:

- Expert knowledge of the Tobacco Control Act and CTP regulations and policies.
- Ability to oversee staff, including, but not limited to, supervising a team to achieve results, encouraging individual employee development and conducting performance reviews.
- 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 recognize and respond appropriately and effectively to emerging issues.
- Knowledge of Congressional operations and familiarity with FDA's authorizing, appropriations, and oversight committees.
- Knowledge of the GAO and OIG study process.
- Exceptional written and verbal communication skills.

Application Procedure:

Supervisory concurrence must be obtained before you apply to this Detail. The detail opportunity is open to candidates who are currently at the GS-14 or GS-15 grade levels or Commissioned Corps Officers. You must have one year of experience at the GS-14 grade level to be eligible.

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

Gretchen Winand
Office of Management, Center for Tobacco Products, FDA
Grechen.Winand@fda.hhs.gov

Detail is reimbursable.

Travel Expenses will not be paid.

For additional information, please contact Kimm Witherspoon at 301-796-9200.

Candidates must express interest by July 24, 2019.

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