

**REIMBURSABLE DETAIL  
FDA Center for Tobacco Products**

The Food and Drug Administration (FDA) Center for Tobacco Products (CTP) is offering a Detail opportunity for a **Health Communications Specialist, GS-1001-12**. Current FDA employees at the GS-12 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:**    Health Communications Specialist

**Office Location:**                                      FDA  
Center for Tobacco Products  
10993 New Hampshire Ave  
Silver Spring, MD 20903

**Opening Date:**                                      **July 19, 2019**  
**Closing Date:**                                      **August 1, 2019**

**Area of Consideration:**                      **FDA-Wide 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 would enjoy the challenge of supporting senior staff in the development and implementation of tobacco control and public health communications and marketing policies, programs, and projects.

**Duties include:**

The selected employee will serve as a Health Communications Specialist in the Immediate Office of the Director, Office of Health Communication & Education (OHCE).

The duties may include:

- Analyzing public health problems, particularly those related to the use of tobacco products, to participate in the development and implementation of communications- and marketing-focused regulatory policies, programs, and projects.
- Providing consultation and technical assistance in communications and marketing to internal and external groups.
- Synthesizing complex information and effectively communicating information in written format to various audiences.
- Establishing and maintaining effective working relationships with multiple parties, both internal and external, to promote and sustain programs.
- Ensuring assignments are completed within established guidelines and in accordance with regulations, policies, procedures, and clearance processes.
- Tracking and coordinating materials for management review, scientific review, and clearance across the office, including coordinating reviews with other offices.

- Assisting in the management of health communications and marketing contract and task orders.
- Additional duties as assigned.

**Desired Knowledge and Skills:**

- Knowledge of tobacco control and public health terminology and awareness of how public health programs, policies, and strategies work at local, state, Federal, and international levels.
- Knowledge of communications and marketing theories, principles, practices, and techniques, including new and emerging marketing approaches.
- Knowledge of principles and practices for building interpersonal relationships, especially the skills for working with internal and external teams; for establishing contacts; and for maintaining relationships with internal and external partners.
- Knowledge of processes used to plan and implement tobacco control and public health communications and marketing policies, programs, and projects.
- Skill in oral communication techniques to make presentations, participate in teams and work groups designed to solicit input on public health program issues, and serve as a liaison to other agency staff.
- Skill in written communication techniques to write and edit documents, including science-, regulatory-, and audience-based documents and materials for a range of CTP programs and activities.
- Ability to effectively plan, organize, and coordinate numerous projects as well as exercise initiative.
- Ability to synthesize complex program information and effectively communicate information in written and oral format to various audiences.
- Ability to effectively collaborate with other internal and external staff to build strategic relationships and achieve common goals.

**Application Procedure:**

Supervisory concurrence should be obtained before you apply to this detail. The detail opportunity is open to all candidates who are currently at the GS-12 grade level 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](mailto:Amanda.Clatterbaugh@fda.hhs.gov)

Detail is reimbursable.  
Travel Expenses will not be paid.

**Candidates must express interest by August 1, 2019.**

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