

REIMBURSABLE DETAIL

CENTER FOR TOBACCO PRODUCTS

The Center for Tobacco Products, Office of Regulations (OR) is offering a reimbursable detail opportunity for a period not to exceed 120 days. Commissioned Corps officers are encouraged to apply.

Position: **Writer-Editor, GS-1082-12/13**

Bargaining Unit Status: Bargaining Unit Position

Office Location: Center for Tobacco Products
Office of Regulations (OR)
10903 New Hampshire Ave, Bldg. 75
Silver Spring, MD 20993

Opening Date: **August 27, 2019**
Closing Date: **September 10, 2019**

Area of Consideration: FDA Career/Career-conditional
Employees

On June 22, 2009, the Family Smoking Prevention and Tobacco Control Act (the Tobacco Control Act) (Public Law 111-31) was signed 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:

Write and/or edit a variety of materials targeted to discrete audiences to amplify CTP's mission, key initiatives, community engagement opportunities, and public health updates.

Research technical information from a variety of sources to develop authoritative information for complex scientific and legal documents and regulatory issues.

Serve as a member of working group with program experts to ascertain the significance of their recommendations and decisions and to discern what is

programmatically significant and necessary to articulate in regulatory documents.

Write, review, and/or edit general or technical materials.

Desired Knowledge and Skills:

Knowledge of the GPO Style Manual and other standard style manuals including formatting and style requirements in the Office of the Federal Register.

Ability to develop written products that articulate, interpret, and explain complex, potentially controversial, and important agency programs and research findings to various audiences on tobacco product safety.

Ability to research technical information, to extend and refine existing techniques, and to develop innovated approaches to the research and presentation of policy issues.

Ability to effectively plan, organize, and coordinate numerous projects as well as exercise initiative.

Skill in interpersonal and communication skills to work with different personalities, scientific disciplines, and professional organizations both within and outside Agency.

Additional Information:

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

This Detail opportunity is open to:

- Qualified candidates at the GS-12 and 13 grade level
- Public Health Service Commissioned Corps Officers.

Application Procedure:

Interested applicants must submit a resume, most recent copy of SF-50, and statement of interest to:

Michele Quander
Office of Management
Center for Tobacco Products, FDA
Michele.Quander@fda.hhs.gov

Questions about the position, please contact Terri Mizzell at 301.796.8578 or cell
240 507 3422

Travel Expenses will not be paid.

Applications/resumes must be submitted by September 10, 2019.

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