

**REIMBURSABLE DETAIL/TEMPORARY PROMOTION OPPORTUNITY**  
**CENTER FOR TOBACCO PRODUCTS**  
**OFFICE OF MANAGEMENT**

The Center for Tobacco Products, Office of Management is offering a Detail opportunity for Unclassified Duties (Equivalent to Program Analyst, GS-12). PHS Commissioned Corps officers are encouraged to apply. The Detail is available immediately for a period of 90 days and may be extended. A temporary promotion will not be offered for this detail.

**Bargaining Unit Status:** Non-Bargaining Unit Position

**Office/Duty Location:** Food and Drug Administration  
Center for Tobacco Products  
Office of Management  
Division of Human Capital  
10903 New Hampshire Avenue  
Silver Spring, MD 20993

**Opening Date:** 11/08/2019

**Closing Date:** 11/14/2019

**Area of Consideration:** Center for Tobacco Products, OM-Wide

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

The incumbent will be responsible for but not limited to:

- Conducts reoccurring data validation exercises and thorough analysis of information to ensure accuracy; Identifies discrepancies and makes corrections as appropriate
- Participates in data management activities and makes timely updates to sensitive and critical reports using a variety of data sources
- Provides recommendations on data management practices and systems to ensure accuracy and consistency
- Drafts internal communications distributed Division, Office, and Center wide
- Participates and assists with activities related to confirming candidate interest and information verification
- Posts content to the CTP Jobs Page and FDA Notices
- Performs other duties as assigned

Desired Knowledge and Experience:

- Excellent oral and written communication skills
- Excellent organizational and analytical skills
- Ability to work independently or with teams

**Application Procedure:**

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

Michele Quander

[Michele.Quander@fda.hhs.gov](mailto:Michele.Quander@fda.hhs.gov)

Center for Tobacco Products, Office of Management

Travel Expenses will not be paid.

Detail is reimbursable.

Applications/resumes must be submitted by 11/14/2019

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