

**REIMBURSABLE DETAIL  
Center for Tobacco Products**

The Center for Tobacco Products, Office of Science is offering a Detail opportunity for a Unclassified Duties (Management Specialist), GS 0301-12/13. Applicants and current employees at the GS-12 and 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  
Calverton Building  
11785 Beltsville Drive  
Beltsville, MD 20705

**Opening Date:** **December 9, 2019**

**Closing Date:** **December 19, 2019**

**Area of Consideration:** **FDA-Wide**

The CTP Office of Science 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 selected employee will serve as Management Specialist in CTP's Office of Science, Immediate Office, and will be responsible for carrying out a full range of complex administrative operations.

The incumbent will be responsible for:

Planning, scheduling, and directing arrangements for activities hosted by the Executive Leadership Team.

Triaging and responding to inquiries brought to the attention of the Executive Leadership Team. Keep informed of the status of special initiatives and priority action areas.

Managing and tracking incoming actions by maintaining an accurate status listing, responding to routine inquiries on actions and their status. Once actions are completed, the incumbent will review these for priority, content, prescribed time limits and that the actions conform to procedural and substantive requirements.

Anticipating the need for materials and ensuring development of this material by the appropriate programs and offices.

Exercising maximum tact and judgment in interactions with customers.

Anticipating the need for briefings and/or materials in advance of important meetings, events, and activities. Notifying the appropriate staff of the need for information and ensuring a timely response.

Making necessary arrangements for the frequent travel of senior staff. Coordinating with the visiting organization, scheduling transportation arrangements, accommodations and other items necessary for completing the trip itinerary.

Relieving the Executive Leadership Team of detailed planning relating to a variety of complex issues and initiatives; and performing a wide range of diverse and potentially confidential duties.

**Desired Knowledge and Skills:**

- Ability to effectively organize work and meet deadlines.
- Ability to collaborate and communicate effectively and professionally both orally and in writing.
- Experience multi-tasking and in project management.
- Ability to establish and maintain effective working relationships with all levels of management.
- In-depth knowledge and expertise of procedures and practices governing administrative functions.
- Interpersonal relationship skills to establish and maintain effective and diplomatic working relations.

**Application Procedure:**

This opportunity is open to all candidates currently at or eligible for the GS-12/13 grade levels or Commissioned Corps Officers (03). Supervisory concurrence is required prior to applying for this detail. Applicants should submit the following by the closing date of the announcement:

- A Current resume or curriculum vitae including any experience, training, and skills which prepare you for this assignment.

- Most recent copy of your SF-50, Notification of Personnel Action that identifies your current pay plan, grade, series, and tenure.
- A written or emailed statement indicating the reason for interest in being considered for this detail to:

Rebecca Martin  
Program Analyst  
Office of Management, Center for Tobacco Products, FDA  
[Rebecca.Martin@fda.hhs.gov](mailto:Rebecca.Martin@fda.hhs.gov)

Detail is reimbursable.  
Travel Expenses will not be paid.

**Candidates must express interest by December 19, 2019.**

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