

REIMBURSABLE DETAIL
Center for Tobacco Products
Office of Science

The Center for Tobacco Products, Office of Science is offering a Detail opportunity for a **Regulatory Health Program Coordinator, GS-601-12**. Applicants at the GS-11 level are encouraged to apply. The Detail is available immediately for a period of 120 days. A temporary promotion will be considered. Multiple opportunities may be available.

Bargaining Unit Status: Bargaining Unit Position

Office Location: FDA
Center for Tobacco Products
11785 Beltsville Drive
Beltsville, MD 20705

Opening Date: **December 19, 2019**

Closing Date: **January 6, 2020**

Area of Consideration: **CTP-Wide**

The CTP Office of Science, Division of Regulatory Science and Management 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 wants to have a critical role in the organization and would enjoy the challenge of handling a variety of assignments related to the regulation of tobacco products.

Duties include:

The selected employee will serve as a project manager within a Branch and provide regulatory project management support for projects established to assist the Office of Science in implementing the Family Smoking Prevention and Tobacco Control Act. The duties may include:

- Responsible for the management of activities of the review team including strategic planning, scheduling meetings, and preparing issue-based agendas, official records of meetings, and tracking overall status of the regulatory science project
- Conducting initial reviews of tobacco product applications and other submissions of scientific information to determine completeness; recommends scientific specialties needed for in-depth review
- Assuring the timely completion of scientific and regulatory conflicts or problems to avoid delays in achieving goals
- Working collaboratively with members of an interdisciplinary team to develop and complete projects as a lead or co-lead
- Preparing letters in response to applications regarding administrative and regulatory issues based on input from the review staff; preparing other written communication as required

- Performing library and document search of technical and scientific publications in all appropriate sources for replies to consumer, physician, attorney, congressional, tobacco industry, etc. regarding regulated tobacco products and projects
- Managing the tobacco review process from initial submission to the time of regulatory action

Desired Knowledge and Skills:

- Knowledge of the basic principles, concepts and limitations of various scientific fields such as chemistry, biology, allied health sciences and pharmacology technology as it relates to biological or physical scientific theories. Skill in applying the basic scientific principles, concepts and methodology in carrying out recurring investigations, operations, or procedures
- Ability to manage projects and resources, the ability to meet project goals, and skill in planning and organizing the work of project teams to accomplish a variety of concurrent activities
- Ability to effectively use advanced technology, information resources and tools including scanners, databases, computer software applications to accomplish work activities
- Excellent organizational skills
- Skill in working collaboratively
- Excellent oral and written communication skills
- Excellent interpersonal skills

Application Procedure:

The detail opportunity is open to all qualified CTP employees at the GS-11 and Commissioned Corps.

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

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

If you are not currently in the GS-601 series, please submit an unofficial copy of your transcripts.

Detail is reimbursable.

Travel Expenses will not be paid.

The employee will work from the CTP Office of Science duty station in Beltsville, MD.

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

Candidates must express interest by January 6, 2020.

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