REIMBURSABLE DETAIL
Center for Tobacco Products
Office of Science

The Center for Tobacco Products (CTP), Office of Science (OS) is offering multiple detail opportunities for **Lead Regulatory Health Project Manager, GS-601-14**. The Detail is available immediately for a period up to 120 days. Applicants at the GS-13 and GS-14 level are encouraged to apply. A temporary promotion will be considered. Multiple selections may be made from this announcement.

Bargaining Unit Status: Bargaining Unit Position

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

Opening Date: **January 15, 2020**

Closing Date: **January 29, 2020**

Area of Consideration: **CTP-Wide**

The CTP Office of Science 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 Team Lead position is ideal for someone who wants to have a critical role in the organization and would enjoy the challenge of leading the success of regulatory health project managers that manage a variety of assignments related to the regulation of tobacco products and CTP workgroups.

Duties include:
The detail will be located in a Branch within the Division of Regulatory Project Management. Each Branch is responsible for regulatory project management of product application review, research, and program development projects to support implementing the Family Smoking Prevention and Tobacco Control Act. Duties may include:

- Delegating work to a team of subordinate positions, setting short-term priorities to achieve goals of projects, mentoring, collaborating with team members to identify training needs, provide training, contributing to employee performance reviews and recommending personnel actions.
- Monitoring work of subordinates to ensure project milestones are met.
- Offering suggestions to improve processes, efficiency and the quality of work of the team.
- Fostering collaboration and communication within the team, Branch, Division of Regulatory Project Management and Office of Science.
- Serving as a leader of project teams to provide strategic planning, scheduling meetings, facilitating meetings, and preparing issue-based agendas and official records of meetings.

- Serving as the regulatory expert on review teams and other project teams, to consistently and appropriately apply up-to-date regulatory knowledge and expertise, institutional guidance and standard operating procedures.
- Serving as the contact point for all communications concerning tobacco product applications and other submissions, and ensuring compliance with all legal, regulatory and policy requirements. The employee draws upon a comprehensive knowledge to anticipate and identify subtle or obscure problems and to ensure that the review team is aware of these problems and addresses them.
- Acting as a driving force for resolution of conflicts and the timely completion of project activities and attainment of project objectives.
- Mentoring and training new and junior-level staff regarding FDA policies and procedures applicable to regulation of tobacco products.

Desired Knowledge and Skills:

- Demonstrate comprehensive knowledge of the Food, Drug, and Cosmetic Act as amended by the Tobacco Smoking Prevention and Tobacco Control Act and related regulations, policies and procedures.
- Technical knowledge and competency in the areas of basic principles and limitations of biological or physical science, manufacturing, public health policies, and regulations of tobacco products. Skill in applying this knowledge in independently carrying out research or review projects.
- Demonstrated experience effectively leading, planning, and managing projects and resources to accomplish a variety of concurrent activities.
- Prior experience developing policies and programs. Expert knowledge of FDA regulations, statutory authorities, policies, and processes.
- Excellent organizational skills.
- Effective verbal and written communication skills.
- Exceptional interpersonal and team skills as demonstrated by the ability to mentor and train staff, maximize each person's contributions, reconcile divergent viewpoints, and, foster collaborative working relationships
- Ability to foster accountability and commitment to the mission of the Center.

Application Procedure:

This detail opportunity is open to all qualified candidates at the GS-13 and GS-14 grade levels or Commissioned Corps officers. A temporary promotion may be available.

Interested applicants should submit a copy of their resume, most recent copy of SF-50, and statement indicating the reason for interest in being considered for this detail via email to:

Gretchen Winand
Office of Management/Human Capital Team
Gretchen.Winand@fda.hhs.gov

You must be a CTP employee to be eligible.

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

Please indicate in the subject line of the email: **DRPM-Lead Detail, GS-14 Application.**

Candidates must express interest by January 29, 2020.

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

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