

REIMBURSABLE DETAIL
Center for Tobacco Products
Office of Science

The Center for Tobacco Products (CTP), Office of Science (OS) is offering a detail opportunity to **Unclassified Duties** (equivalent to a Regulatory Information Specialist at the GS-14). The Detail is available immediately for a period up to 120 days. Applicants at the GS-14 are encouraged to apply.

Bargaining Unit Status: Bargaining Unit Position

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

Opening Date: **January 17, 2020**

Closing Date: **January 31, 2020**

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 really want to make a difference and improve public health. This position is ideal for someone who wants to have a critical role in the organization and would enjoy the challenge of customer service support, strategic planning and IT project management activities.

Duties include:

The detail will be located in the Immediate Office within the Division of Regulatory Science Informatics. The primary role of the division is to strategically develop program management and change management support for enterprise system programs, IT applications and administrative systems within the Office of Science. Duties for this position may include:

- Analyzes training and change management needs of the Office in relation to existing and/or new IT systems, software and/or applications for OS staff and management.
- Provides information regarding the change management framework and methodology for the utilization and rollout of IT solutions in the Office of Science.
- Provides leadership and guidance toward the acquisition strategy for IT software and hardware at or below the simplified acquisition threshold which supports regulatory science, administrative and scientific information.
- Provides advice and responsible for coordinating both periodic and special reports pertaining to software application portfolio management, customer service reviews, training needs assessments, and other matters related to informatics support services.
- Assists in leading the strategic planning, scheduling, facilitation, and release of software updates and outages.

- Conducts quality assurance for analysis and evaluation of executive care activities for OS senior managers.
- Fosters collaboration and communication within the teams, branches, Division of Regulatory Science Informatics and Office of Science.
- Performs other similar duties as assigned.

Desired Knowledge and Skills:

- Expert knowledge, skill and experience in strategically leading, planning and managing projects and resources to accomplish a variety of concurrent activities.
- Expert knowledge of a wide range of training programs, resources and methodologies.
- Comprehensive, in-depth knowledge of the FDA Change Management process.
- Complete and thorough knowledge of legislations and regulations for the Center's and FDA's regulatory review and acquisitions process.
- Excellent organizational skills, and effective communication skills both verbal and written.
- Ability to foster accountability and commitment to the mission of the Division.

Application Procedure:

This detail opportunity is open to all qualified candidates at the GS-14 grade level or Commissioned Corps officers equivalent. A temporary promotion is not 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

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: **DRSI-Unclassified Duties Detail Application**.

Candidates must express interest by January 31, 2020.

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

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