

REIMBURSABLE DETAIL/TEMPORARY PROMOTION OPPORTUNITY
CENTER FOR TOBACCO PRODUCTS

The Center for Tobacco Products, Office of the Center Director (OCD) is offering a reimbursable, temporary promotion detail opportunity for a period not to exceed 120 days. U.S. Public Health Service Commissioned Corps Officers are encouraged to apply.

Position: Management and Operations Specialist, GS-0301-12/13

Bargaining Unit Status: Bargaining Unit Position

Office/Duty Location: Center for Tobacco Products
Office of the Center Director (OCD)
Administrative Operations
10903 New Hampshire Ave, Bldg. 75
Silver Spring, MD 20993

Opening Date: **January 17, 2020**

Closing Date: **January 31, 2020**

Area of Consideration: Open to all career/career-conditional FDA employees

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

This position will serve as a Management and Operations Specialist in the Office of the Center Director.

The duties for this detail include:

- Providing administrative services capability to support day-to-day operations of the Office.
- Assists in planning and carries out management support activities that require planning coordination, management, and evaluation to ensure and support the successful accomplishment of Office program operations.

Qualifying specialized experience includes:

- Knowledge of the principles, and techniques of project management and a wide range of knowledge and skill in applying analytical methods and techniques to issues, studies or projects concerning efficiency and effectiveness.
- Knowledge of administrative procedures and practices governing budget, procurement, personnel, timekeeping and other administrative functions to provide the full range of administrative services.

- Ability to plan and organize activities in order to provide effective control and direction over assigned functions.
- Ability to analyze and interpret program and financial information to determine administrative services needs, evaluate the effectiveness of operations and services and to anticipate and avert problems.
- Ability to apply and utilize technology in order to accomplish daily tasks.
- Excellent oral and written communication skills.

Applicants with one year of specialized experience at the GS-11 and GS-12 level who meet the basic qualifications of the position may be eligible for temporary promotion.

Application Procedure:

Supervisory concurrence is required to apply to the detail.

This Detail opportunity is open to:

- Qualified candidates at the GS-11 grade level that have not previously held a temporary promotion position within the last 12 months
- Qualified candidates at the GS-12 grade level that have not previously held a temporary promotion position within the last 12 months
- Qualified candidates at the GS-13 grade level
- Public Health Service Commissioned Corps Officers

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

Molly Quesenberry
Office of Management
Center for Tobacco Products, FDA
Molly.Quesenberry@fda.hhs.gov

Questions about the position, please contact Kimberly Witherspoon, 301-796-0639

Travel Expenses will not be paid.

Applications/resumes must be submitted by January 31, 2020.

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