REIMBURSABLE DETAIL
Center for Tobacco Products
Office of Science

The Center for Tobacco Products (CTP), Office of Science (OS) is offering a detail opportunity for **Unclassified Duties (equivalent to a GS-14)**. The Detail is available immediately for a period up to 120 days with the possibility of extension. A temporary promotion is not available.

Bargaining Unit Status: Bargaining Unit Position

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

Opening Date: **March 19, 2020**

Closing Date: **April 1, 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 program analyst position is ideal for someone who wants to have a critical role in the organization and would enjoy the challenge of strategic planning and data governance, and data standards development and implementation.

Duties include:
The detail will be located in the Division of Regulatory Science Informatics, Data and Systems Branch, Immediate Office and the incumbent will report directly to the Branch Chief. The primary role of the branch is to strategically develop IT solutions to support the regulatory and scientific reviews of tobacco products for the Office of Science and optimize use of standardized data. Duties for this position may include:

- Establish a data standards governance program in coordination with Division and Office leadership, and the CTP Data Standards Workgroup.
- Participate in finalization of controlled vocabulary and the technical implementation guide for the electronic tobacco technical document (eTTD) regulatory submission standard.
- Provide direction and oversight of standardized regulatory data collection forms ensuring comprehensive communication across the Division, Office, Center, Agency, Department, and with regulated industry.
- Identify opportunities to transition to adoption of standardized data in IT systems and improve quality and efficiency of software applications through the use of standardized data.

- Fosters collaboration and communication within the teams, branches, Division of Regulatory Science Informatics, Office of Science, regulated industry, software vendors, and the public.
- Performs other similar duties as assigned.

Desired Knowledge and Skills:

- Expert knowledge and experience with data standard development and implementation including regulatory submission standards and study data standards.
- Expert knowledge and experience implementing data standards and procedures applicable to evaluating the effectiveness of standards on IT systems, tools or reporting and critical thinking to determine appropriate enhancements/improvements where necessary.
- Expert knowledge and experience in effectively leading, planning and managing projects and resources to accomplish a variety of concurrent activities.
- 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 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
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 and should be currently in the local commuting area.

Candidates must express interest by April 1, 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.