

**REIMBURSABLE DETAIL
Center for Tobacco Products**

The Center for Tobacco Products, Office of Science is offering a Detail opportunity for an Unclassified Duties (Writer/ Editor) GS 1082-11/12/13. Applicants and current employees at the GS-11/12/13 level are encouraged to apply. The Detail is available immediately for a period of 120 days. PHS Commissioned Corps Officers may apply. A temporary promotion will not be considered.

Bargaining Unit Status: Bargaining Unit Position

Position: Unclassified Duties (Writer Editor)

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

Opening Date: **July 1, 2020**
Closing Date: **July 10, 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 want to make a difference to improve public health. The position is ideal for someone who wishes to play a critical role in the organization and would enjoy the challenge of handling a variety of fast-paced and high-impact assignments.

Duties Include:

The selected employee will serve as a Writer/Editor, in CTP's Office of Science, Immediate Office, and will be responsible for carrying out a full range of assignments.

The incumbent will be responsible for:

- Writes and edits a variety of materials targeted to internal OS audiences.
- Writes, reviews, and/or edits general or technical materials; analyzes the subject and audience in order to present the material clearly and accurately; and adapts the style and format of products to the medium in which each will appear.
- Writes, reviews, and/or edits such materials as newsletters, brochures, journal articles, and other print and electronic documents and materials that are scientifically valid to convey key.

- Writes and/or edits assigned internal communication plans by considering items such as specific topics or aspects to emphasize, the most effective media to use in communicating with intended audiences, the kind of information various groups want or need, etc.
- Evaluates the effectiveness of communication plans and advises management if emphasis/coverage should be modified, etc.
- Participates in meetings and collaborates closely with subject matters experts and management to draft and clear language for various platforms and such materials as newsletters, brochures, and articles.
- Maintains effective working relationships as assigned with key stakeholders inside OS and CTP.
- Ensures timely dissemination of communications, including talking points for conference calls, meeting minutes, presentations for webinars and conferences, and distribution of digital updates.
- Implements editorial calendars and communication plans. Helps develop and follows standard operating procedures to ensure effective cross-functional collaboration with staff.
- Provides timely delivery of products.

Desired Knowledge and Skills:

- Strong writer / editor skills;
- In-depth knowledge and expertise of procedures and practices governing writer/ editor functions;
- Ability to effectively organize work and meet deadlines;
- Ability to collaborate effectively and professionally;
- Experience multi-tasking and in project management;
- Interpersonal relationship skills to establish and maintain effective and diplomatic working relations.

Application Procedure:

This opportunity is open to all candidates currently at or eligible for the GS-11/12/13 grade levels or Commissioned Corps Officers (03). Supervisory concurrence is required prior to applying for this detail. Applicants should submit the following by the closing date of the announcement:

- A current resume or curriculum vitae including any experience, training, and skills which prepare you for this assignment.
- Most recent copy of your SF-50, Notification of Personnel Action that identifies your current pay plan, grade, series, and tenure.
- A written or emailed statement indicating the reason for interest in being considered for this detail to:

Rebecca Martin
Program Analyst
Office of Management, Center for Tobacco Products, FDA
Rebecca.Martin@fda.hhs.gov

Detail is reimbursable.
Travel Expenses will not be paid.

Candidates must express interest by July 10, 2020.

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