

**REIMURSABLE DETAIL  
FDA Center for Tobacco Products**

The Food and Drug Administration (FDA) Center for Tobacco Products (CTP) is offering a Detail opportunity for a **Supervisory Health Communications Specialist GS-1001-14**. Applicants and current employees at the GS-13 and GS-14 levels are encouraged to apply. The Detail is available for a period of 90 days and may be extended. PHS Commissioned Corps Officers may apply. A temporary promotion may be considered.

**Bargaining Unit Status:**                      **Non-Bargaining Unit Position**

**Position:**    Supervisory Health Communications Specialist

**Office Location:**                                      FDA  
Center for Tobacco Products  
10993 New Hampshire Ave  
Silver Spring, MD 20903

**Opening Date:**                                      **September 16, 2020**  
**Closing Date:**                                      **September 22, 2020**

**Area of Consideration:**                      **FDA-Wide**

The Center for Tobacco Products 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 position is ideal for someone who wants to gain experience serving in a critical leadership role in the organization and would enjoy the challenge of overseeing a variety of assignments related to the regulation of tobacco products. The incumbent will be involved with diverse communication announcements related to the science, regulatory review, and/or compliance mission of the Center.

**Duties include:**

The selected employee will serve as a Supervisory Health Communications Specialist on Strategic Communications Team #2 within the Office of Health Communication & Education (OHCE).

The duties may include:

- Lead an integrated team of communications professionals with diverse backgrounds and skills.
- Advise senior leadership on strategic communications objectives.
- Review and certify that all communications materials developed are accurate and will meet the needs of a variety of stakeholders (e.g., public, media, partner organizations, etc.).
- Ensure communication efforts are consistent with Office and Center priorities.
- Additional duties as assigned.

**Desired Knowledge and Skills:**

- Excellent organizational skills.
- Skill in working collaboratively.
- Excellent oral and written communication skills.
- Ability to effectively plan and coordinate numerous projects.

**Application Procedure:**

Supervisory concurrence should be obtained before you apply to this detail. The detail opportunity is open to all candidates qualified for the GS-13 and GS-14 grade levels or Commissioned Corps Officers.

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

Miranda Jones  
Program Analyst  
Office of Management, Center for Tobacco Products, FDA  
[Miranda.Jones@fda.hhs.gov](mailto:Miranda.Jones@fda.hhs.gov)

Detail is reimbursable.

Travel Expenses will not be paid.

**Candidates must express interest by Tuesday, September 22, 2020**

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