REIMBURSABLE DETAIL
Center for Tobacco Products
Office of Science

The Center for Tobacco Products (CTP), Office of Science (OS), Research Operations and Advisory Resources (ROAR) Branch is offering Detail opportunity with Unclassified Duties (Supervisory Health Scientist), GS-0601-14. Applicants at the GS-14 level are encouraged to apply. The Detail is available immediately for a period of 120 days. PHS Commissioned Corps Officers may apply (O5/O6). A temporary promotion will not be considered.

Bargaining Unit Status: Non-Bargaining Unit Position

Position: Unclassified Duties

Office Location: FDA
Center for Tobacco Products
Office of Science
Beltsville, MD 20705

Opening Date: September 30, 2020
Closing Date: October 6, 2020

Area of Consideration: FDA-Wide

The CTP/OS/ Research Operations and Advisory Resources Branch 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 have a critical role in the organization and would enjoy the challenge of handling a variety of assignments related to the regulation of tobacco products.

Duties include:

- The selected employee will supervise a team of health scientist and program analysts who provides authoritative and professional expertise in dealing with public health issues related to tobacco products to support implementing the Family Smoking Prevention and Tobacco Control Act.
- Serves as a supervisor for a contingent of subordinate positions. Supervisory duties include assigning work, setting short-term priorities, reviewing work, giving advice and instruction, identifying training needs, evaluating performance and recommending personnel actions.
- Supervises the activities required to advance and maintain the tobacco regulatory science program-designed to enhance the evidence base used to inform FDA's regulatory decisions, the implementation, and subsequent assessments of its effectiveness.
- Supervises the tobacco regulatory science program coordination including developing and maintaining research tracking system, reviewing and recommending research for

appropriateness and prioritization for funding, and developing and implementing standard operating procedures for research program.

- Keeps abreast of scientific developments and current practices in tobacco regulatory science research through review of published literature and by continuing professional development through interactions with experts in the field.
- Serves as a national or internationally recognized expert on research programmatic issues related to tobacco products.
- Supervises the planning, development and coordination of a tobacco regulatory science research program that involves interagency or other federal partners. This process includes budget development, coordination and development of information dissemination systems, and maintenance of a research tracking system.
- Plays a supervising role in the development of policy by providing expertise on current issues related to the tobacco regulatory science program.
- Conducts and oversees critical reviews and assessments of the tobacco regulatory science program study proposals, protocols, analyses, and reports submitted to the FDA by external individuals, federal partners and organizations.
- Prepares reports and makes presentations on research and program evaluation results to supervisors and peers internally, and professional societies and industry meetings externally.

Desired Knowledge and Skills:

- Mastery and knowledge of recent developments in the health science fields of knowledge management and tobacco regulatory science.
- Demonstrated ability to recognize the need for changes and draft new procedures to solve critical or novel problems and perform more refined analyses.
- Knowledge and demonstrated experience in identification of problems, gathering information, drawing conclusions, recommending solutions, and negotiating acceptance and implementation of the recommendations.
- Mastery of written and oral communications methods and techniques in order to skillfully and clearly communicate complex information and/or to draft papers or guidance documents for publication.
- Knowledge of CTP missions, programs and organizations structures sufficient to collaborate with other CTP staff on public health issues and problems.
- Ability to communicate effectively to accurately represent the FDA/CTP and the assigned program area in dealing with representatives of other agencies and organizations.
- Excellent organizational skills.
- Excellent oral and written communication skills
- Exceptional interpersonal relationship skills and ability to collaboratively lead teams (e.g., maximize each person’s contributions, reconcile divergent viewpoints, and maintain harmonious working relationships).

Application Procedure:

Supervisory concurrence must be obtained before you apply to this Detail. The Detail opportunity is open to all qualified candidates at the GS-14 grade levels or Commissioned Corps Officers (O5/O6).

Please enter **Detail: CTP, OS ROAR Unclassified Duties (Supervisory Health Scientist), GS-0601-14** in the subject line of e-mail.

Interested applicants must submit a copy of their resume, most recent copy of SF-50, copy of their unofficial transcripts, a copy of supervisory concurrence, and statement of interest via email to:

Rebecca Michele 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 October 6, 2020.
***This is not an official vacancy announcement under the Merit Promotion System**