

REIMBURSABLE DETAIL
Center for Tobacco Products

The Center for Tobacco Products (CTP), Office of Science (OS), Immediate Office Science (IO) is offering a Detail opportunity with Unclassified Duties (Supervisory Toxicologist), GS-0415-15. Applicants at the GS-15 level are encouraged to apply. The Detail is available immediately for a period of 120 days. PHS Commissioned Corps Officers may apply. No temporary promotion will be considered.

Bargaining Unit Status: Non-Bargaining Unit Position

Position: Unclassified Duties

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

Opening Date: **October 6, 2020**

Closing Date: **October 13, 2020**

Area of Consideration: **CTP/OS**

The CTP, OS 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 incumbent performs Unclassified Duties (Supervisory Toxicologist) is responsible for supporting novel scientific and programmatic direction.

The incumbent performs a number of duties as described in the following:

- Supervise a team that create scientific and programmatic policies, practices, and programs to assist OS staff in making optimal public health decisions across their regulatory activities
- Spearhead development of tools, systems, standard operating procedures, metrics and other resources to maximize clarity and understanding of risk and decision assessment of tobacco products
- Oversee the design of roles and responsibilities and education around risk and decision assessment of tobacco products
- Cultivate and nurture key internal and external stakeholder relationships to maximize the impact of the team's efforts
- Advise OS Executive Leadership Team on guidance to the pertaining to risk and decision assessment of tobacco products

- Oversee goal setting and tracking of progress toward goals around risk and decision assessment of tobacco products
- Ensure team clearly communicates and consistently collaborates with OS staff, including development of a model for how the team will interact with other groups within OS
- Participate in the development of a plan to capture and communicate meeting notes from key OS meetings
- Facilitate the evaluation of OS application review meetings and recommend revisions if warranted
- Perform other duties as assigned

Desired Knowledge and Skills:

- Mastery knowledge of existing risk assessment and decision-making approaches (e.g., environmental assessment, pharmaceutical assessment and toxicity or scientific reactions associated with the regulated products and related products)
- Ability to develop novel risk and decision assessment approach for tobacco products based on precedence for other types of products
- Ability to manage projects and resources, the ability to meet project goals, and skill in planning and organizing the work of project teams to accomplish a variety of concurrent activities
- Excellent analytical tools and techniques which enables incumbent to analyze and evaluate the efficiency and effectiveness of programs
- Excellent organizational and project management skills
- Strong collaboration skills
- Excellent oral and written communication skills

Application Procedure:

Supervisory concurrence should be obtained before you apply to this Detail. The Detail opportunity is open to all qualified candidates at the GS-15 grade level or Commissioned Corps Officers (O5/O6).

Please enter **Detail: CTP, OS Unclassified Duties (Supervisory Toxicologist), GS-0415-15 (October)** in the subject line of e-mail.

Interested applicants should submit a copy of their resume, most recent copy of SF-50, and statement of interest via email 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 October 13, 2020.

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