

**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 (Toxicologist), GS-0415-13. Applicants at the GS-13 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:** 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 (Toxicologist) is responsible for supporting novel scientific and programmatic direction.

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

- Creates scientific and programmatic policies, practices, and programs to assist OS staff in making optimal public health decisions across their regulatory activities
- Analyzes and develops tools, systems, standard operating procedures, metrics and other resources to maximize clarity and understanding of risk and decision assessment of tobacco products
- Assists with the design of roles and responsibilities and education around risk and decision assessment of tobacco products
- Participates in goal setting and tracking of progress toward goals around risk and decision assessment of tobacco products
- Facilitates in the development of a plan to capture and communicate meeting notes from key OS meetings

- Facilitates the evaluation of OS application review meetings and recommend revisions if warranted
- Perform other duties as assigned

**Desired Knowledge and Skills:**

- Advanced 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)
- Experience in novel risk and decision assessment approaches for tobacco products based on precedence for other types of products
- Excellent analytical tools and techniques which enables incumbent to analyze and evaluate the efficiency and effectiveness of programs
- 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-13 grade level or Commissioned Corps Officers (O4/O5).

Please enter **Detail: CTP, OS Unclassified Duties (Toxicologist), GS-0415-13 (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](mailto: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**