

REIMBURSABLE DETAIL
Center for Tobacco Products

The Center for Tobacco Products, Office of Science is offering a Detail opportunity for Unclassified Duties (Graphic Design). Applicants and current employees at the GS-9/11/12/13 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 (Graphic Design)

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

Opening Date: **October 19, 2020**

Closing Date: **October 30, 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.

This Detail opportunity is ideal for someone who has many innovative ideas for how to best captivate internal audiences through new and creative ways of communicating.

Duties Include:

The incumbent performs Unclassified Duties, and is responsible for creating graphic designs for the Office of Science.

Following below are a sample of duties:

- Supports the Immediate Office of the Office of Science by pitching and developing fun, engaging and novel images for internal communications within CTP's Office of Science.
- Envisions and develops creative digital visuals that are targeted toward specific messages.
- Applies graphic design principles into visual designs that will be incorporated into media such as newsletters, email banners, ppt decks, the internal Sharepoint site, etc.
- Collaborates within a small and dynamic, high-impact, and innovative team to develop forward-facing content targeted toward internal OS audiences.

- Engages OS staff as appropriate to generate high impact visuals for various platforms and varied internal digital media.
- Performs special assignments and projects on behalf of the supervisor.
- Performs other duties as assigned.

Desired Knowledge and Skills:

- Creative ideas for how to better engage audiences through digital communications media;
- In-depth knowledge and expertise of graphic design tools (InDesign, Adobe Photo Shop, etc.) as well as advanced skills in ppt and word from a visual design perspective (e.g., use of animations & transitions in ppt, etc.);
- 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 productive working relations.
- Excellent oral and written communication skills.

Application Procedure:

This opportunity is open to all candidates currently at or eligible for the GS-9/11/12/13 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:

Please enter **Detail: CTP, OS Unclassified Duties GS-9/11/12/13 (October)** in the subject line of e-mail.

Interested applicants should submit a copy of their resume, most recent copy of SF-50, a copy of their Supervisor's concurrence, 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 30, 2020.

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