REIMBURSABLE DETAIL
Center for Tobacco Products
Office of Science

The Center for Tobacco Products, Office of Science is offering Detail opportunities for a **Regulatory Health Project Manager, GS-601-12/13**. Applicants at the GS-11, 12 & 13 levels are encouraged to apply. The Detail is available immediately for a period of 120 days. A temporary promotion will be considered. Selections may be made on a rotational basis.

Bargaining Unit Status: Bargaining Unit Position

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

Work is currently done remotely.

Opening Date: **December 23, 2020**
Closing Date: **January 8, 2021**

Area of Consideration: **CTP-Wide**

The CTP Office of Science, Division of Regulatory Project Management (DRPM) 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 employees will be in the DRPM, Immediate Office or Branches and will provide regulatory project management support for projects established to assist the Office of Science in implementing the Family Smoking Prevention and Tobacco Control Act. The duties may include:

- Responsible for the management of activities of the review team including strategic planning, scheduling meetings, and preparing issue-based agendas, official records of meetings, and tracking overall status of the regulatory science project
- Conducting initial reviews of tobacco product applications and other submissions of scientific information to determine completeness; recommends scientific specialties needed for in-depth review
- Assuring the timely completion of scientific and regulatory conflicts or problems to avoid delays in achieving goals
- Working collaboratively with members of an interdisciplinary team to develop and complete projects as a lead or co-lead
- Preparing letters in response to applications regarding administrative and regulatory issues based on input from the review staff; preparing other written communication as required

- Performing library and document search of technical and scientific publications in all appropriate sources for replies to consumer, physician, attorney, congressional, tobacco industry, etc. regarding regulated tobacco products and projects
- Managing the tobacco review process from initial submission to the time of regulatory action.

Desired Knowledge and Skills:

- Knowledge of the basic principles, concepts and limitations of various scientific fields such as chemistry, biology, allied health sciences and pharmacology technology as it relates to biological or physical scientific theories. Skill in applying the basic scientific principles, concepts and methodology in carrying out recurring investigations, operations, or procedures
- 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
- Ability to effectively use advanced technology, information resources and tools including scanners, databases, computer software applications to accomplish work activities
- Excellent organizational skills
- Skill in working collaboratively
- Excellent oral and written communication skills
- Excellent interpersonal skills

The detail opportunities are open to all qualified candidates at the GS-11, GS-12, and GS-13 grade levels or Commissioned Corps Officers. A temporary promotion may be available; you must have one year of experience (time in grade) at the lower grade level to qualify.

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

Gretchen Winand
Office of Management
gretchen.winand@fda.hhs.gov

If you are not currently in the GS-601 series, please submit a previous SF-50 or an unofficial copy of your transcripts.

Please indicate in the subject line of the email: **DRPM – RHPM GS-12/13 Detail Application**

Detail is reimbursable.
Travel expenses will not be paid.

Supervisory concurrence is required in order to accept a detail; it is NOT required to apply.

Candidates must express interest by **January 8, 2021.**

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