

REIMBURSABLE DETAIL
Center for Tobacco Products

The Center for Tobacco Products (CTP), Office of Science (OS) is offering multiple Detail opportunities for **Unclassified Duties, for positions equivalent to GS-7/9/11/12/13**. Applicants and current employees at these grade levels are encouraged to apply. Details are available immediately for a period of 60-90 days and may be extended. PHS Commissioned Corps Officers may apply. Temporary promotions will not be considered.

Bargaining Unit Status: Bargaining Unit Position

Position: Unclassified Duties

Office Location: CTP
Office of Science
Calverton Tower
11785 Beltsville Drive
Beltsville, MD 20705
(100% Telework)

Opening Date: **December 28, 2020**

Closing Date: **January 11, 2021**

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. These positions are ideal for individuals who wish to play a critical role in the organization and would enjoy the challenge of handling a fast-paced and high-impact assignment.

Duties Include:

The incumbent serves as a Program Analyst in the Office of Science and is responsible for supporting broad administration and programmatic direction.

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

- **Generate Internal Tobacco Product List**
 - Updates and maintains documents using Excel and Adobe
 - Utilizes scanning systems for our application repository

- **Application Acceptance Review**
 - Updates and maintains documents using Excel, Microsoft Word, and Adobe
 - Formats and edits Word documents

- Utilizes various databases
- Applies regulatory background to work assignments (e.g. policy, compliance, jurisdiction)
- Performs other duties as assigned.

Desired Knowledge and Skills:

- Works well independently
- Self-starter
- Efficient
- Fast learner that is comfortable working under tight timelines
- Regulatory background
- Familiar with tobacco products or experience with CTP-systems, FDA-systems
- Familiarity with Image 2000 and iTrac
- Excellent organizational and project management skills
- Strong collaboration skills
- Excellent oral and written communication skills

Training on individual applications and full product identification will be provided by OS.

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-7/9/11/12/13 grade level or Commissioned Corps Officers (O2/O3/O4).

Interested applicants should submit a copy of their resume, most recent copy of SF-50, supervisor approval (may be an email of concurrence) and statement of interest via email to:

Gretchen Winand
Office of Management, Center for Tobacco Products, FDA
Gretchen.Winand@fda.hhs.gov

Please indicate in the subject line of the email:

Detail: CTP, OS Unclassified Duties to GS-7/9/11/12/13 – January 2021

Detail is reimbursable.

Travel Expenses will not be paid.

Work may be done remotely.

To be considered for this opportunity, all requested documentation must be submitted by the date this announcement closes, **January 11, 2021**.

THIS IS NOT AN OFFICIAL VACANCY ANNOUNCEMENT UNDER THE MERIT PROMOTION SYSTEM