

**REIMBURSABLE DETAIL**  
**Center for Tobacco Products**

The Center for Tobacco Products (CTP), Office of Science (OS) is offering a Detail opportunity for a **Supervisory Chemist GS-1320-14**. Applicants at the GS-13 and GS-14 levels are encouraged to apply. The Detail will be available in May and not exceed 120 days. PHS Commissioned Corps Officers may apply. A temporary promotion may be considered.

**Bargaining Unit Status:** Non-Bargaining Unit

**Position:** Supervisory Chemist

**Office Location:** FDA  
Center for Tobacco Products  
Calverton Tower  
Beltsville, MD

**Opening Date:** **March 8, 2021**  
**Closing Date:** **March 12, 2021**

**Area of Consideration:** **FDA/CTP**

The Center for Tobacco Products 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 employee will serve as the Supervisory Chemist in the Division of Product Science (DPS), Chemistry Branch 1 and will support CTP's scientific review programs and activities.

The duties may include:

- Review, plan, and prioritize chemistry evaluation of tobacco product applications for new tobacco products and other projects
- Lead a team of approximately 6 chemists that develop options to resolve difficult research and regulatory problems.
- Provide authoritative and professional scientific expertise to address public health issues related to the chemical properties of tobacco products.
- Stay abreast of scientific developments and current practices in chemistry research through review of published literature, tobacco industry documents, and by continuing professional development through interactions with experts in the field.
- Sustain progress of projects in accordance with scheduled timeline and available resources.
- Communicate agency findings in public forums such as advisory committee meetings.
- Collaborate with other CTP staff in the design of public health programs to understand and incorporate the chemistry aspects in an integrated approach to disease or injury prevention. Partners with other government agencies to accomplish programs objectives.

- Perform technical and administrative functions such as 1.) Evaluate employee work performance; 2.) Give advice, counsel, or instruction to employees on both work and administrative matters; 3.) Participate in the Branch's recruitment efforts; 4.) Facilitate employee development and training needs of employees; 5.) Identify improvements for production and work quality.
- Perform other duties as assigned.

**Desired Knowledge and Skills:**

- Knowledge of a wide range of principles, practices, techniques, current research developments and regulations relating to chemistry or similar expertise, such as would normally be acquired through completion of a degree in a field of chemistry, or other appropriate combination of college education and professional experience.
- Knowledge of the current developments in the field of chemistry and relevant state-of-the-art procedures.
- Broad expertise in tobacco product chemistry and regulatory science, including tobacco product application review.
- Experience in research, manuscript, and regulation/guidance development.
- 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 organizational skills.
- Skill in working collaboratively.
- Excellent oral and written communication skills.

**Application Procedure:**

Supervisory concurrence must be obtained before you apply to this Detail. The Detail opportunity is open to all candidates at the GS-13 and GS-14 grade level or Commissioned Corps Officers.

Please enter **Detail: CTP, OS Supervisory Chemist GS-1320-14 (March 2021)** in the subject line of e-mail.

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

Rebecca Michele Martin  
Program Analyst  
Office of Management, Center for Tobacco Products, FDA  
[Rebecca.Martin@fda.hhs.gov](mailto:Rebecca.Martin@fda.hhs.gov)

and

Rachel Bartlebaugh  
Program Analyst  
Office of Management, Center for Tobacco Products, FDA  
[Rachel.Bartlebaugh@fda.hhs.gov](mailto:Rachel.Bartlebaugh@fda.hhs.gov)

Detail is reimbursable.  
Travel Expenses will not be paid.

**Candidates must express interest by March 12, 2021**

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