

**REIMBURSABLE DETAIL**  
**Center for Tobacco Products**  
**Office of Science**

The Center for Tobacco Products (CTP), Office of Science (OS) is offering a detail opportunity to **Unclassified Duties** (equivalent to a Regulatory Information Specialist, GS-13 or GS-14). The Detail is available immediately for a period up to 120 days. Applicants at the GS-13 and GS-14 levels are encouraged to apply. A temporary promotion is not available.

**Bargaining Unit Status:** Bargaining Unit Position

**Office Location:** FDA  
Center for Tobacco Products  
11785 Beltsville Drive  
Beltsville, MD 20705  
(Currently 100% Telework)

**Opening Date:** **March 18, 2021**

**Closing Date:** **April 8, 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 really want to make a difference and improve public health. This position is ideal for someone who wants to have a critical role in the organization and would enjoy the challenge of guiding the future development of the next generation regulatory review system, Rhapsody. The ideal candidate is a regulatory or scientific reviewer with experience reviewing tobacco products.

The detail will be located in the Data & Systems Branch within the Division of Regulatory Science Informatics (DRSI). The primary role of the division is to provide leadership on new and existing IT systems for stakeholders by implementing design and business process improvements to help the CTP Office of Science meet evolving regulatory science requirements.

**Duties include:**

Collaboration with the DRSI Rhapsody team and the DRSI project management team in the role of Rhapsody Product Owner. The incumbent should be familiar with the tobacco product review process and be open to learning much more about the data and system needs of all Rhapsody users. Training in the agile system development methodology will be provided including access to an agile coach for Product Owner development and for Rhapsody team coaching.

As Rhapsody Product Owner, the incumbent is responsible for the following:

- Be "the voice" of business stakeholders
- Work with the Rhapsody project team on technical and administrative activities

- Establish communication channels with business stakeholders and end users
- Ensure the right stakeholders are engaged at the right time to drive progress
- Serve as an intermediary between stakeholders and the contractor team performing the development work
- Attend relevant meetings, including but not limited to: daily scrum, sprint review, and sprint planning meetings
- Identify gaps in system requirements
- Help determine which requirements to include in system releases
- Help to prioritize and select business requirements (also known as user stories) that will be developed in upcoming sprints
- Verify that developed functionality is as intended

**Desired Knowledge and Skills:**

- In-depth experience with the tobacco product review process.
- Thorough knowledge of FDA and CTP legislation and regulations related to product review.
- Excellent organizational skills, time management, and effective communication skills both verbal and written.
- Knowledge, skill and experience in leading, planning and managing projects and resources to accomplish a variety of concurrent activities.
- Ability to listen actively and summarize complex messages from multiple sources.
- Ability to foster accountability and commitment to the mission of the Division.

**Application Procedure:**

This detail opportunity is open to all qualified candidates at the GS-13 and GS-14 grade levels or Commissioned Corps officers equivalent. A temporary promotion is not available.

Interested applicants should submit a copy of their resume, most recent copy of SF-50, and statement indicating the reason for interest in being considered for this detail via email to:

Gretchen Winand  
 Office of Management/Human Capital Team  
[Gretchen.Winand@fda.hhs.gov](mailto:Gretchen.Winand@fda.hhs.gov)

Detail is reimbursable.  
 Travel Expenses will not be paid.  
 Work is currently 100% telework.

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

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

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