

**REIMBURSABLE DETAIL/TEMPORARY PROMOTION OPPORTUNITY
CENTER FOR TOBACCO PRODUCTS**

The Center for Tobacco Products is offering a Detail opportunity for a position as a Lead Regulatory Counsel, GS-301-13. PHS Commissioned Corps officers are encouraged to apply. The Detail is available immediately for a period of 120 days.

Bargaining Unit Status: Non-Bargaining Unit Position

Office/Duty Location: FDA
Center for Tobacco Products
Office of Compliance and Enforcement
Division of State Programs
10903 New Hampshire Avenue
Silver Spring, MD 20993

Opening Date: 05/10/2021

Closing Date: 05/14/2021

Area of Consideration: Open to all Career/Career Conditional FDA Employees

On June 22, 2009, the President signed the Family Smoking Prevention and Tobacco Control Act (Tobacco Control Act) (Public Law 111-31) into law. The Tobacco Control Act granted FDA important new authority to regulate the manufacture, marketing, and distribution of tobacco products to protect the public health generally and to reduce tobacco use by minors. To carry out this responsibility, FDA established the Center for Tobacco Products (CTP).

Major Duties:

The selected employee will serve as a Lead Regulatory Counsel in the Office of Compliance and Enforcement (OCE) within the Division of State Programs. Duties may include:

- Serve as the team leader of substantive mission-oriented programs and other project teams.
- Manage program activities including strategic planning, setting deadlines and timeframe for completion, project milestones, scheduling meetings, and preparing issue-based agendas and official records of meetings, and tracking overall status of the regulatory project.
- Assure timely completion of regulatory projects to avoid delays in achieving goals.
- Monitor and report on the status and progress of work.
- Maintains accurate records of inquiries and responses.
- Conducts research and analysis of tobacco inspection data.
- Develops materials, such as slides, fact sheets, instruction documents, and other training materials, to support tobacco compliance and enforcement efforts.
- Consistently communicates accurately and professionally with all internal and external constituents regarding regulatory information.

Qualifying specialized experience includes:

- Knowledge of legislation, regulations, and guidance affecting FDA's Center for Tobacco Products.
- Solid foundation in regulatory review work.
- Excellent oral and written communication skills.

Application Procedure:

This detail opportunity is open to all qualified candidates at the GS-13 grade level and USPHS Commissioned Corps Officers that have not previously held a temporary promotion position within the last 12 months and to U.S. Public Health Service Commissioned Corps Officers.

Applicants with one year of specialized experience at the GS-12 level who meet the basic qualifications of the position may be eligible for temporary promotion.

More than one selection may be made to fill on a rotational basis.

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

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

Michele Quander
Michele.Quander@fda.hhs.gov

CTP Office of Management

AND

Anne Gentilcore
Anne.Gentilcore@fda.hhs.gov

CTP Office of Management

For questions about this position, please contact Edward James 240-695-6662.

Travel Expenses will not be paid.

Applications/resumes must be submitted by 05/14/2021.

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