

**REIMBURSABLE DETAIL**  
**Center for Tobacco Products**  
**Office of Compliance and Enforcement**

The Center for Tobacco Products (CTP), Office of Compliance and Enforcement (OCE) is offering Detail opportunities to Unclassified Duties (Deputy Director, Regulatory Affairs). Applicants at the GS-15 level are encouraged to apply. PHS Commissioned Corps Officers may apply. The Detail is available immediately for a period of 90 days with possible extensions.

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

**Office Location:** FDA  
Center for Tobacco Products  
Office of Compliance and Enforcement  
Silver Spring, MD

**Opening Date:** **July 12, 2021**

**Closing Date:** **July 23, 2021**

**Area of Consideration:** **FDA-Wide**

The CTP, OCE offers a fast-paced, dynamic environment and an opportunity to work with dedicated, energetic people who 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 incumbent serves as a Deputy Director, Regulatory Affairs in OCE. The incumbent directs the varied and broad policy functions of the Center related to the highly complex regulations and compliance requirements of the FDA.

The incumbent:

- Provides executive leadership and direction to the planning, development, execution, and coordination of nationwide programs and policies regarding industry compliance with all laws and regulations related to the manufacture, importation, promotion, distribution, and labeling of all tobacco products for human use.
- Plans activities for the Office and guides the Director in the strategic vision for the Center regarding the manufacture, distribution, importation, promotion, and marketing of tobacco products.
- Provides technical guidance and support in the development and review of standards, regulations, and guidance related to tobacco product compliance.
- Oversees the conduct of field tests and manufacturing inspections, and surveillance activities including publication surveillance and the internet.
- Represents the OCE and the Center and serves as spokesperson on matters under his/her areas of expertise.

- Supervises, manages, and directs key professional compliance program segments. Plans and sets long-range goals and schedules for the work of those areas and ensures implementation by subordinate supervisors/team leaders.
- Performing other duties as assigned.

**Desired Knowledge and Skills:**

- Expert knowledge of the various laws, regulations, and policies applicable to HHS and FDA governing or affecting the programs administered by CTP.
- Mastery of a wide range of methods for the assessment and improvement of complex programs, processes, and systems.
- Ability to plan, organize, and implement programs, plans, and proposals involving substantial agency resources or that require extensive changes in established procedures.
- Ability to meet and deal effectively on behalf of the Center with those persons and organizations having business with or who are influenced by Center programs.
- Ability to provide expert authoritative advice and guidance on the regulatory program segment(s), functions, and activities of the Center that includes providing regulatory advice and guidance to Center program managers.
- Excellent organizational skills.
- Skill in working collaboratively.
- Excellent oral and written communication skills.

**Application Procedure:**

Supervisory concurrence should be obtained before you apply to this Detail. The Detail opportunity is open to all qualified candidates at the GS-15 grade level or Commissioned Corps Officers. Interested applicants should submit a copy of their resume, most recent copy of SF-50, supervisory concurrence, and statement of interest via email.

Please enter **Detail: CTP, OCE Unclassified Duties GS-15 (July)** in the subject line of e-mail.

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Detail is reimbursable.  
Rotations through this detail opportunity may be possible.  
Travel Expenses will not be paid.

**Candidates must express interest by July 23, 2021.**

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