

REIMBURSABLE DETAIL/TEMPORARY PROMOTION OPPORTUNITY

CENTER FOR TOBACCO PRODUCTS

The Center for Tobacco Products, Office of Compliance and Enforcement (OCE) is offering a reimbursable, temporary promotion detail opportunity for a period not to exceed 120 days. U.S. Public Health Service Commissioned Corps Officers are encouraged to apply.

Position: Supervisory Consumer Safety Officer (Branch Chief), GS-696-14

Bargaining Unit Status: Non-Bargaining Unit Position

Office/Duty Location: Center for Tobacco Products
Office of Compliance and Enforcement (OCE)
Front Office
10903 New Hampshire Ave, Bldg. 75
Silver Spring, MD 20993

Opening Date: August 2, 2021

Closing Date: August 6, 2021

Area of Consideration: Open to all career/career-conditional FDA employees

On June 22, 2009, the President signed into law the Family Smoking Prevention and Tobacco Control Act (the Tobacco Control Act) (Public Law 111-31). 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:

This position will serve as a Supervisory Consumer Safety Officer in a Branch within the Office of Compliance and Enforcement, Front Office.

The duties for this detail include:

- Supervise a team involved in IT management activities.
- Responsible for ensuring the completeness, accuracy and integrity of data; and develops new requirements for several large complex data management systems in support of CTP's mission-critical special initiatives and/or recurring tasks.
- Provides leadership to subordinates and technical guidance to personnel.
- Assign and review work on a regular and recurring basis and assure that requirements for production and accuracy are met.
- Responsible for ensuring consistent application of policies and procedures across the team for assigned processes/areas of expertise.
- Participate in the decision-making process, discussions and decisions concerning Office and Center plans and compliance programs and activities.
- Advise senior level management on the status reports for IT projects and reviews contractor deliverables such as requirements, design, project schedule, and test documents.

Qualifying specialized experience includes:

- Ability to advise others in the application of IT projects and reviews contractor deliverables.
- Skill in identifying problems, gathering information, drawing conclusions, recommending solutions, preparing reports, and negotiating acceptance and implementation of recommendations.
- Solid foundation in regulatory review work.
- Excellent oral and written communication skills.

This series has an Individual Occupational Requirement (IOR)/**positive education requirement**. See link below for the requirements.

<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0600/consumer-safety-series-0696/>

Applicants with one year of specialized experience at the GS-13 level who meet the basic qualifications of the position may be eligible for temporary promotion.

Application Procedure:

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

This Detail opportunity is open to:

- Qualified candidates at the GS-14 grade level
- Qualified candidates at the GS-13 grade level that have not previously held a temporary promotion position within the last 12 months
- Public Health Service Commissioned Corps Officers.

Interested applicants should submit via email a resume, a copy of your transcripts, SF-50 and statement of interest to:

Miranda Jones and Michele Quander
Office of Management
Center for Tobacco Products, FDA
Miranda.Jones@fda.hhs.gov | Michele.quander@fda.hhs.gov

Questions about the position, please contact Olga Morales, 240-402-4472

Travel Expenses will not be paid.

Applications/resumes must be submitted by August 6, 2021.

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