REIMBURSABLE DETAIL
Center for Tobacco Products
Office of Science

The Center for Tobacco Products (CTP), Office of Science (OS) is offering a detail opportunity for a **Supervisory Regulatory Health Project Manager, GS-601-14**. The Detail is available immediately for a period up to 120 days. Applicants at the GS-13 and GS-14 level are encouraged to apply. A temporary promotion will be considered. Multiple selections may be made from this announcement.

Bargaining Unit Status: Non-Bargaining Unit Position

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

Opening Date: **August 13, 2021**

Closing Date: **August 19, 2021**

Area of Consideration: **CTP-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. The position is ideal for someone who wants to have a critical role in the organization and would enjoy the challenge of supervising the success of regulatory health project managers that manage a variety of assignments related to the regulation of tobacco products and CTP workgroups.

Duties include:
The detail will be located in Branch IV within the Division of Regulatory Project Management. Each Branch is responsible for regulatory project management of product application review, research, and program development projects to support implementing the Family Smoking Prevention and Tobacco Control Act. The detailee serves as a team supervisor. Duties may include:

- Supervises staff who coordinate scientific regulatory program coordination, project management and tobacco application reviews.
- Assigns work to subordinates based on priorities, considering difficulty and requirements of assignments; setting short-term priorities to achieve goals of projects, mentoring, collaborating with team members to identify training needs
- Monitors and reports actual status of all activities within the assigned projects through interaction with project participants and, if required, supervisors and directors.

- Identifies scientific and regulatory issues, manages them to resolution, and initiates and/or implements necessary actions consistent with laws and policies.
- Offers suggestions to improve processes, efficiency and the quality of work of the team.
- Works cooperatively with others, inside and outside the organization, to accomplish objectives, to build and maintain mutually beneficial partnerships, leverage information, and achieve results.
- Serves as the contact point for communications concerning tobacco product applications and other submissions, and ensuring compliance with all legal, regulatory and policy requirements. The employee draws upon a comprehensive knowledge to anticipate and identify subtle or obscure problems and to ensure that the review team is aware of these problems and addresses them.
- Delivers clear, effective communication and takes responsibility for understanding others by asking clarifying questions and summarizing or paraphrasing what others have said to verify understanding.
- Represents the Center in meetings with industry and government agencies during public meetings and venues to provide technical oversight and information on the policies, laws, and regulations that govern the tobacco application review.
- Mentors and trains new and junior-level staff regarding FDA policies and procedures applicable to regulation of tobacco products.

Desired Knowledge and Skills:

- Demonstrate comprehensive knowledge of the Food, Drug, and Cosmetic Act as amended by the Tobacco Smoking Prevention and Tobacco Control Act and related regulations, policies, and procedures.
- Technical knowledge and competency in the areas of basic principles and limitations of biological or physical science, manufacturing, public health policies, and regulations of tobacco products. Skill in applying this knowledge in independently carrying out research or review projects.
- Demonstrated experience effectively leading, planning, and managing projects and resources to accomplish a variety of concurrent activities.
- Prior experience developing policies and programs. Expert knowledge of FDA regulations, statutory authorities, policies, and processes.
- Excellent organizational skills.
- Effective verbal and written communication skills.
- Exceptional interpersonal and team skills as demonstrated by the ability to mentor and train staff, maximize each person's contributions, reconcile divergent viewpoints, and, foster collaborative working relationships
- Ability to foster accountability and commitment to the mission of the Center.

Application Procedure:

This detail opportunity is open to all qualified current CTP employees at the GS-13 and GS-14 grade levels or Commissioned Corps officers. A temporary promotion may be available. You must have one year of experience at the GS-13 to be eligible for a temporary promotion.

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
Gretchen.Winand@fda.hhs.gov

Please indicate in the subject line of the email:
Detail: CTP, OS, DRPM - Supervisory RHPM, GS-601-14 – August 2021

If you are not currently in the GS-601 series, please submit a copy of your unofficial transcripts or a previous SF-50 showing the GS-601 series.

Detail is reimbursable.
Travel Expenses will not be paid.

Candidates must express interest by August 19, 2021.

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

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