

REIMBURSABLE DETAIL
Center for Tobacco Products

The Center for Tobacco Products (CTP), Office of Science (OS) is offering a Detail opportunity for **Unclassified Duties** (equivalent to a Supervisory Regulatory Health Project Manager, GS-14). Applicants at the GS-14 level are encouraged to apply. The detail is available immediately for a period of 60-90 days and may be extended. More than one selection may be made. PHS Commissioned Corps Officers may apply. A temporary promotion is not available.

Bargaining Unit Status: Non-Bargaining Unit Position

Position: Unclassified Duties
(Equivalent to Supervisory Regulatory Health Project Manager, GS-14)

Office Location: FDA, Center for Tobacco Products

Office of Science
Calverton Tower
11785 Beltsville Drive
Beltsville, MD 20705

Currently 100% Telework

Opening Date: **August 27, 2021**

Closing Date: **August 31, 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 want to make a difference to improve public health. These positions are ideal for individuals who wish to play a critical role in the organization and would enjoy the challenge of handling a fast-paced and high-impact assignment.

Duties Include:

The detail will be located in Branch IV within the Division of Regulatory Project Management. The incumbent serves as a Supervisory Regulatory Health Project Manager and Branch Chief in the Office of Science and is responsible for supporting broad administration and programmatic direction to staff. Project staff perform duties related to document processing, database maintenance, review premarket applications for tobacco product identification, and conduct acceptance reviews. The incumbent performs a number of duties as described in the following:

- Oversees a team of approximately 10-30 staff to generate internal tobacco product list of tobacco product contained in pending premarket applications
- Identifies and recommends solutions to problems that may arise in the development of the tobacco product list and application acceptance evaluation
- Provides updates to OS and CTP senior leadership on the work of the team

- Works closely with senior-level staff in other parts of CTP, serving as a main point of contact for inquiries regarding premarket application processing
- Develops, implements, and oversees a system for quality control of the internal tobacco product list to ensure accuracy
- Performs other duties as assigned

Desired Knowledge and Skills:

- Expert knowledge of scientific regulatory project management
- Comprehensive knowledge of the Tobacco Control Act
- Ability to provide authoritative advice and counsel on the FDA tobacco review process
- Ability to develop project plans
- Ability to communicate and foster cooperation among teams and across scientific disciplines
- Ability to supervise and demonstrated leadership experience; Supervisory, Team Lead or project lead experience is preferred
- Experience with CTP-systems, FDA-systems
- Excellent organizational and project management skills
- Strong collaboration skills
- Excellent oral and written communication skills
- Works well independently
- Self-starter and efficient
- Fast learner that is comfortable working under tight timelines

Application Procedure:

Supervisory concurrence is not required to apply to this detail; it is required to accept the detail.

The Detail opportunity is open to all qualified CTP employees at the GS-14 grade level or Commissioned Corps Officers (O-5, O-6). A temporary promotion is not available.

Interested applicants should submit a copy of their resume, most recent copy of SF-50, supervisory approval (if applicable; may be an email of concurrence) and statement of interest via email to:

Rachel Bartlebaugh
Office of Management, Center for Tobacco Products, FDA
rachel.bartlebaugh@fda.hhs.gov

You must have a bachelor's or higher degree in health sciences.

If you are not currently in the GS-601 Health Sciences series, please submit a copy of your unofficial transcript(s) or a previous SF-50 showing the GS-601 series.

Please indicate in the subject line of the email:

Detail: CTP, OS, DRPM-Unclassified Duties - Supervisory RHPM (Branch Chief)-August 2021

Detail is reimbursable.

Travel expenses will not be paid.

To be considered for this opportunity, all requested documentation must be submitted by the date this announcement closes, **August 31, 2021**.

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