

**REIMBURSABLE DETAIL  
CENTER FOR TOBACCO PRODUCTS**

The Center for Tobacco Products (CTP), Office of Compliance and Enforcement (OCE) is offering a Detail opportunity to Unclassified Duties (Equivalent to a Division Director, GS-15). Applicants at the GS-15 level are encouraged to apply. PHS Commissioned Corps Officers may apply. The Detail is for a period of 90 days. **No Temporary Promotion.**

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

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

**Opening Date:** 9/13/2021

**Closing Date:** 9/17/2021

**Area of Consideration: Open to all Career/Career Conditional CTP Employees Only**

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).

**Duties include:**

The incumbent serves as a Division Director, Division of Enforcement and Manufacturing in OCE.

The incumbent:

- Supervises, manages, and directs work focused on 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.
- Directs OCE inspection activities associated with manufacturing inspections and regulated entities to determine compliance with federal laws and regulations.
- Serves as liaison between FDA's Center for Tobacco Products (CTP) and Office of Regulatory Affairs (ORA) and between CTP and Center for Disease Control (CDC).
- Directs and coordinate reviews and investigations of complaints and inquires related to tobacco products and regulated industry.
- Coordinates with the ORA and the FDA laboratories to ensure compliance with regulatory requirements.
- Consults with OCE senior staff members and other Center personnel to develop recommendations for regulation and policy development, to address emerging issues related to new tobacco products.

**Desired Knowledge and Skills:**

- Knowledge of the various laws, regulations, and policies applicable to HHS and FDA governing or affecting the programs administered by CTP.
- Ability to analyze complex, legal, scientific, enforcement and other information and interpret the significance of this data under prevailing legal principles, as expressed in statutes, regulations, and case law.
- Knowledge of laboratory protocols for the analysis and testing of tobacco products
- Solid foundation in regulatory review work.
- Excellent oral and written communication skills.
- Excellent organizational skills.

**The incumbent will also be responsible for the below supervisory duties:**

- Organizational Management
- Program Management
- Resource Management
- Personnel Performance Management

**Application Procedure:**

The Detail opportunity is open to all qualified candidates at the GS-15 grade level or Commissioned Corps Officers.

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.

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

Michele Quander  
Office of Management  
Center for Tobacco Products  
[Michele.Quander@fda.hhs.gov](mailto:Michele.Quander@fda.hhs.gov)

AND

Renise Tillery  
Office of Management  
Center for Tobacco Products  
[Renise.Tillery@fda.hhs.gov](mailto:Renise.Tillery@fda.hhs.gov)

For questions about this position, please contact Olga Morales 240-402-4427.

**Travel Expenses will not be paid.**

**Applications/resumes must be submitted by 09/17/2021.**

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