

REIMBURSABLE DETAIL

CENTER FOR TOBACCO PRODUCTS

The Center for Tobacco Products, Office of Compliance and Enforcement (OCE) is offering a reimbursable, Detail opportunity to Unclassified Duties (Equivalent to a Branch Chief GS-14). U.S. Public Health Service Commissioned Corps Officers are encouraged to apply. The Detail is for a period of 120 days. A temporary promotion will not be considered.

Bargaining Unit Status: Non-Bargaining Unit Position

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

Opening Date: September 20, 2021

Closing Date: September 25, 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).

Duties include:

The incumbent will serve as a Branch Chief, within the Office of Compliance and Enforcement, Front Office, Management & Analysis Branch.

The incumbent:

- Is responsible for overseeing, advising and ensuring judicious, efficient and effective organizational management, purchase card functions, timekeeping, travel and administrative functions within OCE.
- Supervises, manages and directs activities associated hiring/departures for OCE. These responsibilities are accomplished through a team, which includes administrative employees and management analysts.
- Coordinates business operations activities ensuring consistent application of policies and procedures across the team for assigned processes/areas of expertise.
- Advises OCE leadership and staff regarding all policies and procedures related to administrative support activities.
- Provides leadership in the planning, direction, and development of robust plans and methods to evaluate programs or office policies.
- Assigns and reviews work on a regular and recurring basis and assures that requirements for production and accuracy are met.

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

- Resource Management
- Personnel Performance Management

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-14 grade level or Commissioned Corps Officers.

Interested applicants should submit a copy of their resume, most recent copy of the SF-50, supervisory concurrence, and statement of interest via e-mail.

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

Travel Expenses will not be paid.

Applications/resumes must be submitted by September 25, 2021.

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