

REIMBURSABLE DETAIL
Center for Tobacco Products

The Center for Tobacco Products, Office of Science is offering a Detail opportunity for Unclassified Duties Detail. Applicants and current employees at the GS-11/12/13 levels are encouraged to apply. The Detail is available immediately for a period of 120 days. PHS Commissioned Corps Officers may apply. A temporary promotion will not be considered.

Bargaining Unit Status: Bargaining Unit Position

Position: Unclassified Duties

Office Location: FDA
Center for Tobacco Products
Office of Science

11785 Beltsville Drive
Beltsville, MD 20705

Opening Date: September 27, 2021
Closing Date: October 08, 2021

Area of Consideration: FDA-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. The position is ideal for someone who wishes to play a critical role in the organization.

Duties Include:

The incumbent performs Unclassified Duties for the Office of Science. Following below are a sample of duties:

- Supports the Immediate Office of the Office of Science by performing myriad project management tasks
- Oversees and tracks initiatives across the Office and updates management on status of current projects and initiatives
- Performs COR (level 1) duties including contract management and the monitoring and oversight of technical and programmatic aspects of appointed contracts
- Liaises and manages FOIA requests on behalf of the Office
- Performs special assignments and projects on behalf of the supervisor
- Performs other duties as assigned

Desired Knowledge and Skills:

- Experience performing level 1 COR duties
- FOIA experience
- Ability to effectively organize work and meet deadlines
- Ability to collaborate effectively and professionally

- Expertise in multi-tasking under rigorous timelines while remaining calm
- Advanced project management skills
- Strong interpersonal skills to establish and maintain effective and productive working relations
- Excellent oral and written communication skills

Application Procedure:

This opportunity is open to all candidates currently at or eligible for the GS-11/12/13 grade levels or Commissioned Corps Officers (03). Supervisory concurrence is required prior to applying for this detail. Applicants should submit the following by the closing date of the announcement:

Please enter **Detail: CTP, OS Unclassified Duties GS-11/12/13 (September)** in the subject line of e-mail.

Interested applicants should submit a copy of their resume, most recent copy of SF-50, a copy of their Supervisor's concurrence, and statement of interest via email to:

Miranda Jones
Program Analyst
Office of Management, Center for Tobacco Products, FDA
Miranda.Jones@fda.hhs.gov

Detail is reimbursable.
Travel Expenses will not be paid.

Candidates must express interest by October 08 2021.

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