

**REIMBURSABLE DETAIL/TEMPORARY PROMOTION OPPORTUNITY**  
**CENTER FOR TOBACCO PRODUCTS**  
**OFFICE OF MANAGEMENT**

The Center for Tobacco Products, Office of Management is offering a Detail opportunity for an IT Project Manager, GS-2210-13. PHS Commissioned Corps officers are encouraged to apply. The Detail is available immediately for a period of 120 days. A temporary promotion may be offered for this detail.

**Bargaining Unit Status:** Bargaining Unit Position

**Office/Duty Location:** Food and Drug Administration (FDA)  
Center for Tobacco Products (CTP)  
Office of Management (OM)  
Information and Technology Staff (ITS)  
10903 New Hampshire Avenue  
Silver Spring, MD 20993

**Opening Date:** 10/20/2021

**Closing Date:** 12/10/2021

**Area of Consideration:** Open to all career or career-conditional FDA employees

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).

**Major Duties:**

The incumbent will be responsible for but not limited to:

- Serve as an IT Project Manager and/or support IT Project Managers (PMs) in providing IT products and/or services to CTP stakeholders
- Serve as a Contracting Officer Representative (COR) for various CTP IT initiatives.
- Providing government oversight to contractors for IT projects, monitoring and reporting on contractor performance.
- Plans and executes all facets of project management to include day-to-day management and oversight of multiple, concurrent IT projects.
- Obtain a thorough understanding of assigned project(s), i.e., technology, interface(s), and ability to conduct demos
- Develop various acquisition artifacts, e.g., Statements of Work (SOWs), Independent Government Cost Estimates (IGCEs), Acquisition Plans (APs) and evaluates vendor proposals, and evaluating vendor proposals

- Collaborate with stakeholders in developing FY cost estimates for budget planning for products (e.g., hardware/software/licenses) and services (e.g., contractor support).
- Serve on FDA-wide and/or CTP specific review boards/working groups, providing input to the implementation and/or revision of FDA and/or CTP IT products, services and/or policies.
- Provide written and/or verbal reports on project status, review boards/working groups

**Desired Knowledge and Experience:**

- Managing IT projects from initiation to closeout, using the Software Development Lifecycle (SDLC)/Enterprise Performance Lifecycle (EPLC)
- Managing and mitigating project risks
- Stakeholder management
- Reviewing and approving project artifacts

**Additional Information:**

This Detail opportunity is open to:

- Qualified candidates at the GS-13 grade level.
- Qualified candidates at the GS-12 grade level that have not previously held a temporary promotion position within the last 12 months.
- Public Health Service Commissioned Corps Officers.

Applicants with one year of specialized experience at the GS-12 level who meet the basic qualifications of the position may be eligible for temporary promotion.

**Application Procedure:**

Supervisory concurrence is required to accept a detail; however, it is **NOT** required to apply.

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

Michele Quander

[Michele.Quander@fda.hhs.gov](mailto:Michele.Quander@fda.hhs.gov)

Center for Tobacco Products, Office of Management

Travel Expenses will not be paid.

Detail is reimbursable.

Applications/resumes must be submitted by December 10, 2021.

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