

REIMBURSABLE DETAIL CENTER FOR TOBACCO PRODUCTS

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

Position: Unclassified Duties (equivalent to a GS-11 or GS-12)

Bargaining Unit Status: Bargaining Unit Position

Office/Duty Location: Center for Tobacco Products
Office of Compliance and Enforcement
Division of Business Operations
Contracts and Program Operations Branch
10903 New Hampshire Ave, Bldg. 75
Silver Spring, MD 20993

Opening Date: January 3, 2022

Closing Date: January 14, 2022

Area of Consideration: Open to all career or 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).

Major Duties:

This position is in the Center for Tobacco Products, Office of Compliance and Enforcement (OCE), Division of Business Operations, Contracts and Program Operations Branch. The selected employee will serve as a Contracting Officer's Representative in the Office of Compliance and Enforcement (OCE). Duties may include:

- Act as a liaison between contractors and CTP; prepare and/or review contractual documents such as statements of work, contract proposals, and invoices; and participate in the quality control of contracts.
- Evaluate acquisitions, procurement, and/or contract proposals for performance, efficiency, value, and continuing need.
- Performs research, analytical, data acquisition, data analyses, and issues analyses assignments.
- Prepare replies to correspondence from interested stakeholders regulated communities on compliance and contractual issues.
- Participate in the decision-making process and in discussions concerning Office-wide contractual plans, actions, and other compliance activities.
- Suggest ways to improve the quality and workflow of compliance activities and programs.

Qualifying specialized experience includes:

- Solid foundation in project/contract management and regulatory review work.
- Knowledge of legislation, regulations, and guidance affecting FDA.
- Knowledge in procurement packages and contract deliverables.

- Strong negotiation skills.
- Excellent oral and written communication skills.
- Excellent organizational skills

Desired Knowledge/Skills:

- Contracting Officer's Representative (COR) Level II Certification
- Knowledge of Federal Acquisition Regulations

Application Procedure:

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

The detail opportunity is open to:

- Qualified candidates at the GS-11 or GS-12 grade level.
- Public Health Service Commissioned Corps Officers.

Multiple selections may be made to fill position on a rotational basis.

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

Michele Quander and Renise Tillery
Office of Management
Center for Tobacco Products, FDA
michele.quander@fda.hhs.gov | renise.tillery@fda.hhs.gov

For questions about the position, please contact Michelle Jackson, 301-796-9242.

Travel Expenses will not be paid.

Applications/resumes must be submitted by January 14, 2022

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