REIMBURSABLE DETAIL
Center for Tobacco Products

The Center for Tobacco Products (CTP), Office of Science (OS) is offering a Detail opportunity for a **Regulatory Health Project Manager GS-0601-12.** Applicants at the GS-11 and GS-12 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 may be considered.

Bargaining Unit Status:	Bargaining Unit
Position:	Regulatory Health Project Manager
Office Location:	FDA Center for Tobacco Products Calverton Tower Beltsville, MD
Opening Date:	**January 24th, 2022**
Closing Date:	**February 4th, 2022**
Area of Consideration:	**FDA-Wide**

The Center for Tobacco Products offers a fast-paced, dynamic environment and an opportunity to work with dedicated, energetic people who really want to make a difference and improve public health. The position is ideal for someone who wants to have a critical role in the organization and would enjoy the challenge of handling a variety of assignments related to the regulation of tobacco products.

Duties include:
The selected employee will serve as a Regulatory Health Project Manager in one of four branches within the Division of Regulatory Product Management (DRPM) in the Office of Science (OS). Project staff perform duties related to document processing, database maintenance, review premarket applications for tobacco product identification, and conduct acceptance reviews. The incumbent performs a number of duties as described in the following:

- Management of assigned tobacco product submissions from initial submission to final regulatory action, is consistent with established laws, regulations, guidances, and procedures.
- Demonstrates a strong working knowledge and skill in regulatory reviews
- Provides authoritative direction to teams, with supervisory involvement
- Develops answers to questions and written documents which demonstrate technical knowledge and competency in areas of basic principles and limitations of biological or physical science, manufacturing, public health policies, and regulation of tobacco products
- Provides advice and consultation on programs and projects
- Addresses complex or difficult regulatory science issues and applies technical competency

- Interprets, adapts, and applies current regulatory and scientific knowledge and expertise by demonstrating a clear understanding
- Sufficiently demonstrate knowledge of and skills in written and oral communications to collaborate effectively and negotiate differences of opinion with a variety of employees and other individuals who work at all levels, both within and outside of the FDA
- Performs other duties as assigned.

Desired Knowledge and Skills:

- Comprehensive knowledge and skill in applying a wide range or complex health science and scientific professional theories, concepts, principles, standards, and methods in health science in order to determine, execute, and explain actions that modify standard practices, equipment, devices, processes, and well-known techniques and resolve a wide variety of complications and constraints contained in traditional projects.
- Skill at analyzing health science situations, identifying problems, probing causes, and suggesting courses of action for scientific and regulatory specialists to pursue.
- Ability to adapt precedents and existing strategies which allow occupational projects to meet unusual needs or demands and serve as a principal contributor for the assigned specialty areas on team-based projects.
- Excellent organizational skills.
- Skill in working collaboratively.
- Excellent oral and written communication skills.

Applicants with one year of specialized experience at the GS-11 level who meet the basic qualifications of the position may be eligible for temporary promotion.

Application Procedure:
Supervisory concurrence must be obtained before you apply to this Detail. The Detail opportunity is open to all candidates at the GS-11 and GS-12 grade level or Commissioned Corps Officers.

Please enter **Detail: CTP, OS Regulatory Health Project Manager (January)** in the subject line of e-mail.

Interested applicants should submit a copy of their resume, copy of your transcripts, most recent copy of SF-50, statement of interest, and supervisory concurrence via email to:

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

Detail is reimbursable.
Travel Expenses will not be paid.

Candidates must express interest by February 4th, 2022

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