

REIMBURSABLE DETAIL
Center for Tobacco Products

The Center for Tobacco Products, Office of Science is offering a reimbursable Detail opportunity for a Communications Specialist. Applicants at the GS-09/11/12/13 levels are encouraged to apply. The Detail is available immediately for a period not to exceed 120 days. PHS Commissioned Corps Officers may apply. A temporary promotion may be considered.

Bargaining Unit Status: Bargaining Unit Position

Position: Communications Specialist, GS-1001-11/12/13

Office Location: FDA
Center for Tobacco Products
Office of Science

11785 Beltsville Drive
Beltsville, MD 20705

Opening Date: **January 07, 2022**
Closing Date: **February 04, 2022**

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 will serve as a Communications Specialist in the Office of Science. Following below are a sample of duties:

- Develops engaging communication and marketing plans, strategies, and actions that brand products and services for an organization.
- Recommends novel approaches toward improving internal brand awareness and recognition of an Office's vision, goals, priorities and values.
- Provides advice based upon industry best practices on generating messages that will most effectively reach targeted audiences.
- Collaboratively develops and implements dynamic Office-wide communications strategy linked to priorities and actions that key stakeholders across the Office wish to take part in.
- Analyzes internal communication methods and approaches to identify and devise improvements.
- Performs other duties as assigned.

Desired Knowledge and Skills:

- Innovation-oriented mindset
- Ability to effectively organize work and meet deadlines
- Ability to collaborate effectively and professionally
- Expertise in multi-tasking under rigorous timelines while remaining calm
- 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. 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 Communications Specialist GS-11/12/13 (January)** 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 February 04, 2022.

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