REIMBURSABLE DETAIL
CENTER FOR TOBACCO PRODUCTS

The Center for Tobacco Products (CTP), Office of Compliance and Enforcement (OCE) is offering a Detail opportunity to Unclassified Duties (Equivalent to Lead Regulatory Counsel, GS-13). Applicants at the GS-13 level are encouraged to apply. PHS Commissioned Corps officers may apply. The Detail is for a period of **120 days**. **No Temporary Promotion.**

Bargaining Unit Status: Non-Bargaining Unit Position

Office/Duty Location:
FDA
Center for Tobacco Products
Office of Compliance and Enforcement
Division of State Programs, Inspection Review Branch D
10903 New Hampshire Avenue
Silver Spring, MD 20993

Opening Date: **02/23/2022**
Closing Date: **03/04/2022**

Area of Consideration: **Open to all qualified Career/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).

Duties Include:

The selected employee will serve as a Lead Regulatory Counsel in the Office of Compliance and Enforcement (OCE) within the **Division of State Programs.**

The incumbent:

- Serves as the team leader and subject matter expert of substantive mission-oriented programs and other project teams.
- Manages program activities including strategic planning, scheduling meetings, and preparing issue-based agendas and official records of meetings, and tracking overall status of the regulatory project.
- Assures timely completion of regulatory conflicts to avoid delays in achieving goals.
- Monitor and report on the status and progress of work.
- Maintains accurate records of inquiries and responses.
- Conducts research and analyze tobacco inspection data.

- Facilitates and/or develops materials, such as slides, fact sheets, instruction documents, and other training materials, to support tobacco compliance and enforcement efforts.
- Communicates accurately in writing and verbally when interacting with internal and external stakeholders regarding regulatory information.

Qualifying specialized experience includes:

- Knowledge of legislation, regulations, and guidance affecting FDA's Center for Tobacco Products.
- Solid foundation in regulatory review work.
- Excellent oral and written communication skills.

Application Procedure:

The Detail opportunity is open to all qualified candidates at the GS-13 grade level or USPHS Commissioned Corps Officers.

Supervisory concurrence must be included in the application package.

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

Renise Tillery
Renise.Tillery@fda.hhs.gov
CTP Office of Management
AND
Michele Quander
Michele.Quander@fda.hhs.gov
CTP Office of Management

For questions about this position, please contact Olga Morales at 301-518-2795.

Travel Expenses will not be paid.

Applications/resumes must be submitted by 03/04/2022.

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