

## **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 a Division Director). Applicants at the GS-15 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 Business Operations  
10903 New Hampshire Avenue  
Silver Spring, MD 20993

**Opening Date:** 2/28/2022

**Closing Date:** 3/08/2022

**Area of Consideration: Open to all Career/Career Conditional CTP Employees Only**

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 incumbent serves as the Division Director, Division of Business Operations in OCE.

The incumbent:

- Supervises, manages, and directs work focused on development and administration of contracts in support of various activities office wide.
- Directs OCE inspection activities associated with to examining the evidence collected during retail compliance check inspections to provide final clearance for the issuance of Civil Money Penalties complaints and No-Tobacco-Sale Orders for tobacco retailer violations.
- Directs and coordinate activities related to legal actions, case development, contested case assistance, and performance of other activities in support of the FDA Office of Chief Counsel (OCC).
- Consults with OCE senior staff members and other Center personnel to develop recommendations for regulation and policy development, to address emerging issues related to new tobacco products.

### **Desired Knowledge and Skills:**

- Knowledge of the various laws, regulations, and policies applicable to HHS and FDA governing or affecting the programs administered by CTP.
- Ability to analyze complex, legal, enforcement and other information and interpret the significance of this data under prevailing legal principles, as expressed in statutes, regulations, and case law.
- Solid foundation in regulatory review work.
- Excellent oral and written communication skills.
- Excellent organizational skills.

**The incumbent will also be responsible for the below supervisory duties:**

- Organizational Management
- Program Management
- Resource Management
- Personnel Performance Management

**Application Procedure:**

The Detail opportunity is open to all qualified candidates at the GS-15 grade level or Commissioned Corps Officers.

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

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

Michele Quander  
Office of Management  
Center for Tobacco Products  
[Michele.Quander@fda.hhs.gov](mailto:Michele.Quander@fda.hhs.gov)

AND

Miranda Jones  
Office of Management  
Center for Tobacco Products  
[Miranda.Jones@fda.hhs.gov](mailto:Miranda.Jones@fda.hhs.gov)

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

**Travel Expenses will not be paid.**

**Applications/resumes must be submitted by 3/08/2022.**

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