

REIMBURSABLE DETAIL
Center for Tobacco Products
Office of Science

The Center for Tobacco Products (CTP), Office of Science (OS), Science Policy Branch (SPB) is offering a Detail opportunity for Unclassified Duties (Science Policy Analyst) GS 0601-12/13. The Detail is available immediately for a period up to 120 days. Multiple selections may be considered from this announcement. Applicants at the GS-12 and GS-13 are encouraged to apply. A temporary promotion will not be considered.

Bargaining Unit Status: Bargaining Unit Position

Office Location: FDA
Center for Tobacco Products
11785 Beltsville Drive
Beltsville, MD 20705

Opening Date: April 20, 2022
Closing Date: May 3, 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 performs Unclassified Duties for the OS, SPB. Following below are a sample of duties:

- Participates in the planning, design, implementation, and analysis of regulatory science projects. Identifies potential obstacles and develops policy and program options for management consideration for enabling the Center to achieve its programmatic and policy goals and objectives. Assists in evaluating proposed regulatory program options, and evaluating project implementation plans for improvements.
- Drafts, edits, and reviews a variety of regulatory science documents to support implantation of the Office’s core responsibilities of scientific assessment of tobacco products.
- Serves as liaison with other CTP and FDA components with interests in the Office’s regulatory science programs and policies; assist management in coordinating consistent programmatic approaches.
- Analyzes information relating to the Office’s regulatory science programs; drafts reports and responses to inquiries such as GAO requests.
- Performs other similar duties as assigned.

Desired Knowledge and Skills:

- Knowledge of the basic principles and limitations of biological or physical scientific theories. Skill in applying the basic scientific principles, concepts, and methodology in carrying out recurring investigations, operations, or procedures.

- Ability to evaluate options and develop new approaches which may be used by other scientists in solving a variety of regulatory science and programmatic development problems.
- Knowledge of the Federal Food, Drug and Cosmetic Act and implementing regulations at Title 21 CFR, related to CTP-regulated products.
- Skill in analyzing problems, planning, and coordinating activities for developing or revising programmatic processes and regulatory science policies and procedures.
- Strong organizational skills.
- Skill in working collaboratively; excellent interpersonal skills.
- Excellent oral and written communication skills to communicate highly technical regulatory and scientific information.
- Ability to foster accountability and commitment to the mission of the team.

Application Procedure:

This Detail opportunity is open to all qualified candidates at the GS-12-13 grade level or Commissioned Corps Officers equivalent. A temporary promotion is not available. Interested applicants should submit a copy of their resume, most recent copy of SF-50, and statement indicating the reason for interest in being considered for this Detail via email to:

Rebecca Martin
Program Analyst
Office of Management/Human Capital Team
Rebecca.Martin@fda.hhs.gov

Please enter **Detail: CTP, OS, SPB – Unclassified Duties (Science Policy Analyst) GS-12/13 (April 2022)** in the subject line of e-mail.

Detail is reimbursable.
Travel Expenses will not be paid.

Candidates must express interest by May 3, 2022.

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

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