

**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 (Social Science) GS-0101-14. The Detail is available immediately for a period up to 120 days. Applicants at the GS-14 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 28, 2022**  
**Closing Date:** **May 11, 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 and would enjoy the challenge of handling a variety of assignments related to the regulation of tobacco products.

**Duties include:**

The incumbent performs Unclassified duties for the Office of Science. Following below are a sample of duties:

- Provides effective guidance to regulatory policy and/or program analyst staff, working collaboratively with Office management to resolve a broad range of issues concerning the application of any of the enabling legislation, pertinent regulations, and/or general legislation affecting the scientific review, program processes, and regulatory functions of CTP.
- Coordinates team initiatives, policy implementation, and consensus building.
- Applies regulatory and scientific policy expertise on special projects that are inherently complex in regard to regulations and laws and that are high priority for the Office and Center.
- Consults with OS staff and synthesizes information from subject-matter-experts in support of the development of policies and programs.
- Performs other similar duties as assigned.

**Desired Knowledge and Skills:**

- Mastery and skill to plan, evaluate, and execute short and long range programs with

goals impacting a variety of scientific policy issues.

- Expert knowledge of the various titles of law applicable to HHS and FDA governing or affecting the programs administered by the CTP or other related Federal regulations, and significant national and local developments in the field.
- Expert knowledge of administrative and project management principles and skills to carry out the mission of the Center.
- Ability to evaluate options and develop new approaches which may be used by other scientists in solving a variety of regulatory science problems
- Strong organizational skills.
- Skill in working collaboratively.
- Ability to foster accountability and commitment to the mission of the team.
- Excellent oral and written communication skills to communicate highly technical regulatory and scientific information.

**Application Procedure:**

This Detail opportunity is open to all qualified candidates at the GS-14 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](mailto:Rebecca.Martin@fda.hhs.gov)

Please enter **Detail: CTP, OS, SPB – Unclassified Duties (Social Science) GS-14 (May 2022)** in the subject line of e-mail.

Detail is reimbursable.  
Travel Expenses will not be paid.

**Candidates must express interest by May 11, 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.