

REIMBURSABLE DETAIL/TEMPORARY PROMOTION OPPORTUNITY NTE 120 Days
CENTER FOR TOBACCO PRODUCTS
OFFICE OF MANAGEMENT

The Center for Tobacco Products, Office of Management is offering a Detail/Temporary opportunity for a Supervisory Business Process Improvement Specialist, GS-0301-14. PHS Commissioned Corps officers are encouraged to apply. The Detail is available immediately for a period of 120 days.

Bargaining Unit Status: Non-Bargaining Unit Position

Office/Duty Location: Food and Drug Administration (FDA)
Center for Tobacco Products (CTP)
Office of Management (OM)
Information and Technology Staff (ITS)
10903 New Hampshire Avenue
Silver Spring, MD 20993

Opening Date: **May 2, 2022**

Closing Date: **May 6, 2022**

Area of Consideration: Open to all career or 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).

Major Duties:

The incumbent will be responsible for but not limited to:

- Providing technical and administrative supervision through subordinate supervisors and/or team leaders

- Serving as a recognized technical authority responsible for the complete range of policy and program matters in the strategic direction of information technology initiatives for CTP

- Identifying and facilitating training of and support of business unit on information management initiatives and the integration of information technology applications with the business processes

- Performing special assignments and projects on behalf of the Supervisor. These assignments are often on an emergency basis and of a complex mission-oriented nature and are often initiated by special problems or needs of various operating components of CTP

Desired Knowledge and Experience:

- Expert in applying cost benefits principles for IT solutions, with full understanding of IT strategic planning
- Expert in technical concepts and problem solutions
- Expert knowledge of quantitative and qualitative methods on business solution matters related to business products, strategies, and approaches
- Experience in effectively managing for staff for maximum productivity
- Excellent skills in gathering and analyzing IT data, compile clear and concise written reports to support optimal oral presentation

Additional Information:

This Detail opportunity is open to:

- Qualified candidates at the GS-14 grade level
- Qualified candidates at the GS-13 grade level that have not previously held a temporary promotion position within the last 12 months
- Public Health Service Commissioned Corps Officers

Applicants with one year of specialized experience at the GS-13 level who meet the basic qualifications of the position may be eligible for temporary promotion

Application Procedure:

Supervisory concurrence is required to accept a detail.

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

Michele Quander

Michele.Quander@fda.hhs.gov

Center for Tobacco Products, Office of Management

Travel Expenses will not be paid

Detail is reimbursable

Applications/resumes must be submitted by May 6, 2022.

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