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 Deputy 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 Enforcement and Manufacturing
10903 New Hampshire Avenue
Silver Spring, MD 20993

Opening Date: **05/25/2022**
Closing Date: **06/01/2022**

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 Deputy Division Director, Division of Enforcement and Manufacturing in OCE.

The incumbent:

- Supervises, manages, and provides guidance to the Division staff to support various compliance and enforcement activities.
- Supports the Division Director executing oversight of risk management, field and state inspections support and the development and interpretation of policies and guidance.
- Leads or represents the Office on working groups to develop policy and procedures on issues related to post market public safety and leading enforcement actions.
- Works with the Office of Regulatory Affairs (ORA) to prepare inspection and investigation work plans and allocates resources for the Center inspection programs.
- Coordinates and leads the OCE compliance review of tobacco product applications.
- Oversees the evaluation of imports, investigational, and regulatory samples, to determine whether to pursue a regulatory action or alternative remedy.
- Manages and coordinates reviews and investigations of complaints and inquiries related to tobacco products and regulated industry.
- Provides oversight of the Tobacco Registration and Product Listing application; ensures industry compliance with reporting requirements.

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:

Renise Tillery
Office of Management
Center for Tobacco Products
Renise.Tillery@fda.hhs.gov

AND

Michele Quander
Office of Management
Center for Tobacco Products
Michele.Quander@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 06/01/2022.

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