

**REIMBURSABLE DETAIL  
CENTER FOR TOBACCO PRODUCTS**

The Center for Tobacco Products is offering a Detail opportunity for a position as a Lead IT Project Manager, GS-2210-14. PHS Commissioned Corps officers are encouraged to apply. The Detail is available immediately for a period of 120 days. A temporary promotion may be considered.

**Bargaining Unit Status:** Bargaining Unit Position

**Office/Duty Location:** FDA  
Center for Tobacco Products  
Office of Compliance and  
Enforcement, Division of External  
Programs and Resource  
Management, Compliance  
Information Coordination Branch  
10903 New Hampshire Avenue  
Silver Spring, MD 20993

**Opening Date:** 07/20/2022

**Closing Date:** 08/02/2022

**Area of Consideration:** Open to all Career/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 selected employee will serve as a Lead IT Project Manager in the Office of Compliance and Enforcement (OCE), Division of External Programs and Resource Management, Compliance Information Coordination Branch. Duties may include:

- Serves as an IT Project Manager (PM) for various OCE IT initiatives, providing government oversight to contractors for IT projects, to include monitoring and reporting on contractor performance.
- Prepares reports and maintains records of work accomplishments and administrative information, as required, and coordinates the preparation, presentation and communication of work-related information to the supervisor.
- Monitors and reports on the status and progress of work, checking on work in progress and reviewing completed work to see that the supervisor's instructions on work priorities, methods, deadlines and quality have been met.
- Executes all facets of project management to include day-to-day management and oversight of multiple, concurrent IT projects. Interprets IT policies, standards, and guidelines.

Qualifying specialized experience includes:

- Knowledge of legislation, regulations, and guidance affecting FDA's Center for Tobacco Products.
- Solid foundation in regulatory review work.
- Excellent oral and written communication skills.

**Application Procedure:**

This detail opportunity is open to all qualified candidates at the GS-13 grade level and USPHS Commissioned Corps Officers that have not previously held a temporary promotion position within the last 12 months and to U.S. 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.

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

More than one selection may be made to fill on a rotational basis.

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

Miranda Jones

[Miranda.Jones@fda.hhs.gov](mailto:Miranda.Jones@fda.hhs.gov)

CTP Office of Management

For questions about this position, please contact Olga Morales at [Olga.Morales@fda.hhs.gov](mailto:Olga.Morales@fda.hhs.gov)

**Travel Expenses will not be paid.**

**Applications/resumes must be submitted by 08/02/2022.**

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