REIMBURSABLE DETAIL
Center for Tobacco Products

The Center for Tobacco Products (CTP), Office of Science (OS) is offering a Detail opportunity for a **Regulatory Health Program Coordinator GS-0601-7/9.** Applicants at the GS-5, GS-7, and GS-9 levels are encouraged to apply. The Detail is available immediately for a period of 120 days. PHS Commissioned Corps Officers may apply. A temporary promotion may be considered.

Bargaining Unit Status:	Bargaining Unit
Position:	Regulatory Health Program Coordinator
Office Location:	FDA Center for Tobacco Products 11785 Beltsville Drive Beltsville, MD
Opening Date:	**August 3rd, 2022**
Closing Date:	**August 15th, 2022**
Area of Consideration:	**FDA-Wide**

The CTP, OS offers a fast-paced, dynamic environment and an opportunity to work with dedicated, energetic people who really want to make a difference and improve public health. The position is ideal for someone who wants to have 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 selected employee will serve as a Regulatory Health Program Coordinator in one of four branches within the Division of Regulatory Product Management (DRPM) in the OS. Project staff perform duties related to document processing, database maintenance, review premarket applications for tobacco product identification, and conduct acceptance reviews. Duties may include:

- Serves as a Regulatory Health Program Coordinator in the tobacco regulatory research and scientific review programs and projects addressing the range of scientific aspects of tobacco products with the Scientific Leader.
- Responsible for performing work under the guidance of and will assist higher grade Regulatory Health Program Coordinators and technical staff in non-routine and progressively responsible health-science related program and project duties.
- Ensures the scientific and regulatory programs and projects accomplish their goals and have proper planning, monitoring, and controlling to ensure efficient and successful initiation, execution, and closing.
- Serves as a member of the review team, reviews, evaluates routine scientific submissions and applications for tobacco products.
- Acts as a point of contact for review team, office management, and applicants both orally and in writing on routine administrative, regulatory, and scientific policies for assigned

projects or tobacco products applications, work with team members to resolve both internal and applicant and project-related problems.
- Prepares draft letters to applications regarding administrative and regulatory issues based on input from the review staff; prepares minutes of internal application meetings and prepares other written communication as required.

Desired Knowledge and Skills:

- Possess a familiarity with the agency's professional practices, policies, and procedures in order to perform assignments independently
- Knowledge of the techniques, processes, and procedures established within an agency in order to coordinate programs, projects and resources and, the ability to use them to meet program goals
- Skill in applying health science knowledge in carrying programs involving research, review, and regulation of tobacco products
- Skill in working through and with others to produce results
- Ability to analyze situations, identify problems, probe causes, and suggest courses of action for scientific and regulatory specialist to pursue
- Effective oral and written communication skills.

Applicants with one year of specialized experience at the GS-5 and GS-7 level who meet the basic qualifications of the position may be eligible for temporary promotion.

Application Procedure:
Supervisory concurrence must be obtained before you apply to this Detail. The Detail opportunity is open to all candidates at the GS-5, GS-7, and GS-9 grade level or Commissioned Corps Officers.

Please enter **Detail: CTP, OS Regulatory Health Program Coordinator (August)** in the subject line of e-mail.

Interested applicants should submit a copy of their resume, copy of your transcripts, most recent copy of SF-50, statement of interest, and supervisory concurrence via email to:

Rachel Bartlebaugh
Program Analyst
Office of Management, Center for Tobacco Products, FDA
Rachel.Bartlebaugh@fda.hhs.gov

Detail is reimbursable.
Travel Expenses will not be paid.

Candidates must express interest by August 15th, 2022

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