

**REIMBURSABLE DETAIL
CENTER FOR TOBACCO PRODUCTS**

The Center for Tobacco Products, Office of Compliance and Enforcement (OCE) is offering a reimbursable, Detail opportunity to Unclassified Duties (Equivalent to a Branch Chief). Applicants at the GS-14 level are encouraged to apply. U.S. Public Health Service Commissioned Corps Officers may apply. The Detail is for a period of 120 days. A temporary promotion will not be considered.

Bargaining Unit Status: Non-Bargaining Unit Position

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

Opening Date: 08/10/2022
Closing Date: 08/16/2022

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).

Major Duties:

The selected employee will serve in the Office of Compliance and Enforcement (OCE) Division of External Programs and Resource Management (DEPRM), External Programs and Resource Management Branch.

Duties may include:

- Supervises, manages and directs OCE's communication and education activities for internal and external partners and stakeholders.
- Provides leadership in the planning, direction, and development of communication mechanisms to ensure OCE staff are kept informed on current OCE policies, initiatives, and accomplishments.
- Assigns and reviews work on a regular and recurring basis and assures that requirements for production and accuracy are met.
- Resource Management
- Personnel Performance Management

Qualifying specialized experience includes:

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

Application Procedure:

Supervisory concurrence should be obtained before you apply to this Detail. The Detail opportunity is open to all qualified candidates at the GS-14 grade level or Commissioned Corps Officers.

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

Interested applicants should submit a copy of their resume, most recent copy of the SF-50, supervisory concurrence, and statement of interest via e-mail.

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For questions about the position, please contact Olga Morales, 240-402-4472

Travel Expenses will not be paid.

Applications/resumes must be submitted by 08/16/2021.

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