

Center for Tobacco Products Voluntary Reassignment Opportunity

Announcement:

A decision has been made to fill a position through voluntary reassignment. This is a **REMOTE** Information Technology Project Managers GS 2210-12/13 and the position is located in the Center for Tobacco Products (CTP), Office of Management (OM), Information & Technology Staff. This notice is being issued in accordance with Article 35, Section 2. 1. of the Consolidated Collective Bargaining Agreement between HHS and NTEU. No promotions will be offered through this notice.

Interested individuals should contact CTP-Recruitment@fda.hhs.gov to request consideration for this reassignment opportunity. The selection for the reassignment, if any, will be communicated to applicants.

Bargaining Unit Status:	Bargaining Unit Position
Position:	Information Technology Project Manager GS 2210-12/13
Duty Location:	Anywhere in the U.S. (REMOTE JOB)
Office Location:	FDA Center for Tobacco Products Office of Management White Oak, Building 75 10903 New Hampshire Ave Silver Spring, MD 20993
Opening Date:	December 16, 2022
Closing Date:	January 3, 2023
Area of Consideration:	FDA-Wide
Relocation Expenses:	Travel expenses will NOT be paid

Job Overview and Qualifications:

The FDA, CTP, OM, DHC is seeking candidates interested in a voluntary reassignment opportunity. CTP is recruiting Information Technology Project Manager GS 2210-12/13. Qualified applicants must demonstrate specialized experience to be considered for this reassignment.

Duties of the Position:

- Collaborates with Information Technology (IT) Project Managers (PM) and/or serves as an IT PM and Contracting Officer Representative for various CTP IT initiatives, providing government oversight to contractors for IT projects, monitoring and reporting on contractor performance.

- Participates in planning and executes all facets of project management to include day-to-day management and oversight of multiple, concurrent IT projects.
- Engages in planning and carries out difficult and complex assignments and develops new methods, approaches, and procedures, and provides advice and guidance on a wide range and variety of IT issues.
- Interprets IT policies, standards, and guidelines.
- Conducts analyses and recommends resolutions of complex issues affecting the specialty area.
- Develops status reports for projects, reviews contractor deliverables such as requirements, design, project schedule, test documents, etc. In addition, the incumbent will ensure the scheduling of user acceptance testing, etc.
- Partake in planning and manages IT projects to scope, schedule, and cost, as well as risk and resource management, e.g., contractor personnel and government furnished equipment.

Required Knowledge and Skills:

- Knowledge of, and skills in applying most of the following: IT concepts, principles, methods, and practices; the mission and program of customer organizations; the organization's IT infrastructure; performance management/measurement methods, tools, and techniques; systems testing and evaluation principles, methods, and tools; IT security principles and methods; requirement analysis principles and methods; COTS products and components; Internet technologies to analyze the Internet potential of systems, networks, and data; new and emerging information technologies and/or industry trends; acquisition management policies and procedures; cost-benefit analysis principles and methods; analytical methods and practices; project management principles and methods.
- Skill in written communications to prepare and present recommendations and solutions effectively, including the preparation of presentations, written reports, and instructions.
- Skill in oral communication to obtain information and coordinate responses, to conduct fact-finding or general investigations, and to present findings and recommendations.

Application Procedures:

This reassignment opportunity is open to all qualified candidates. Interested applicants should submit a resume or CV, a copy of your most recent SF-50 (Notification of Personnel Action) that identifies your current pay plan, series, grade, full performance level, and time in grade. Within grade increases or promotion SF-50s are preferred. Commissioned Corps Officers are also encouraged to apply and should submit a resume or CV.

Please enter **Reassignment: IT PM (December)** in the subject line of e-mail.

Interested applicants should submit the documents via email to: CTP-Recruitment@fda.hhs.gov. To be considered for this opportunity, all requested documentation must be submitted by the announcement closing date, **Tuesday, January 3, 2023**.

THIS IS NOT AN OFFICIAL VACANCY ANNOUNCEMENT UNDER THE MERIT PROMOTION SYSTEM