REIMBURSABLE DETAIL
Center for Tobacco Products
Office of Science

The Center for Tobacco Products (CTP), Office of Science (OS) is offering a Detail opportunity for Unclassified Duties (Supervisory IT Program Manager) GS-2210-14. The Detail is available immediately for a period of 120 days. Multiple selections may be made from this announcement. Applicants at the GS-14 are encouraged to apply. A temporary promotion may not be considered.

Bargaining Unit Status:	Non-Bargaining Unit Position
Duty Location:	Anywhere in the U.S. (REMOTE JOB)
Office Location:	FDA Center for Tobacco Products 11785 Beltsville Drive Beltsville, MD 20705
Opening Date:	**January 24, 2023**
Closing Date:	**January 30, 2023**
Area of Consideration:	FDA-Wide

The CTP Office of Science 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. This computer scientist position manages a team within the Data and Systems Branch that provides oversight of computerized regulatory data or Information Technology (IT) systems pertaining to regulated tobacco products. The position is ideal for someone who wants to have a critical role in the organization and would enjoy the challenge of supervising others in IT system development and implementation and IT product management across the system lifecycle.

Duties:
The Detail will be located in the Data and Systems Branch within the CTP, OS, Division of Regulatory Science Informatics (DRSI). The primary role of the division is to strategically develop and support IT solutions to support regulatory and scientific reviews and research of tobacco products for the CTP, OS. The role of the Data and Systems Branch is to develop and implement IT systems for the Office of Science and ensure high quality data is collected, generated, and used to maximum effectiveness.

Duties for this position may include:
- Leads and supervises a team of individuals in IT system development, implementation, and IT product ownership.

- Leads the analysis of current and projected data and system needs of regulatory reviewers, supervisors, and managers to determine scientific and regulatory business requirements for development and enhancement of information systems and reports generated from the systems.
- Prepares and provides comprehensive, program and project status reports to management for their use in developing program decisions and direction including project and product roadmaps, timeline reports, key performance indicators and regulatory and scientific review status reports
- Leads and oversees the development and implementation of IT systems in conjunction with the DRSI IT Project Management Office and OS Customer Service Center and other CTP and FDA Data and IT governance organizations.
- Applies Agile IT development methodologies to teams of various sizes and disciplines.
- Fosters collaboration and communication within the teams, branches, Division of Regulatory Science Informatics and Office of Science.
- Coordinates with IT Specialists in other Centers and at the Agency to ensure that OS data and systems are consistent with FDA goals and plans. Represents CTP/OS at all levels of government and non-government levels.
- Provides day-to-day leadership and guidance; plans, assigns, and evaluates work.
- Performs other similar duties as assigned.

Desired Knowledge and Skills:

- Knowledge of a wide range of technical principles, practices, techniques, and current research development in areas such as IT system development, IT product ownership, Agile IT system development methodologies, IT infrastructure management, and FDA development tools such as SharePoint Online and Microsoft PowerApps.
- Knowledge of the regulatory review process and how various scientific disciplines interrelate with each other to recognize the need to change system functionality or data elements to reflect business needs.
- Effective verbal and written communication skills. Expert ability to effectively communicate complex, multi-disciplinary ideas and insights.
- Expert ability to translate complex, technical findings into an easily understood narrative to tell stories with data.
- Excellent organizational skills.
- Ability to foster accountability and commitment to the mission of the Division.
- Ability to lead and supervise a team.

Application Procedure:

This Detail opportunity is open to all qualified candidates at the GS-14 grade level and Commissioned Corps Officers equivalent. A temporary promotion may not be considered.

Interested applicants should submit a copy of their resume, most recent copy of SF-50, and statement indicating the reason for interest in being considered for this Detail via email to:

CTP-Recruitment@fda.hhs.gov
Center for Tobacco Products, FDA

Please enter **Detail: CTP, OS, DRSI – Unclassified Duties (Supervisory IT Program Manager) GS-2210-14** in the subject line of e-mail.

Detail is reimbursable.

Travel expenses will not be paid.

Candidates must express interest by January 30, 2023.

Supervisory concurrence is required to accept a Detail; it is NOT required to apply.

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