

REIMBURSABLE DETAIL/TEMPORARY PROMOTION OPPORTUNITY
CENTER FOR TOBACCO PRODUCTS

The Center for Tobacco Products, Office of Compliance and Enforcement (OCE) is offering a reimbursable detail opportunity for a period not to exceed 120 days. U.S. Public Health Service Commissioned Corps Officers are encouraged to apply. A Temporary Promotion may be considered.

Position: Program Specialist, GS-0301-9

Bargaining Unit Status: Bargaining Unit Position

Duty Location: Anywhere in the U.S. (REMOTE)

Office Location: Center for Tobacco Products
Office of Compliance and Enforcement (OCE)
Division of External Programs and Resource Management, Management & Analysis Branch
10903 New Hampshire Ave, Bldg. 75
Silver Spring, MD 20993

Opening Date: February 21, 2023
Closing Date: March 6, 2023

Area of Consideration: Open to all career/career-conditional FDA employees

On June 22, 2009, the President signed into law the Family Smoking Prevention and Tobacco Control Act (the Tobacco Control Act) (Public Law 111-31). 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:

This position will serve as a Program Specialist within the Office of Compliance and Enforcement, Division of External Programs and Resource Management, Management & Analysis Branch.

The duties for this detail include:

- Provides administrative duties for the office.
- Handles and track timekeeping files as a Timekeeper for accuracy.
- Prepares travel authorizations and travel vouchers as a Travel Prepare.
- Helps with scheduling of interviews

Qualifying specialized experience includes:

- Skill in identifying problems, gathering information, drawing conclusions, recommending solutions.
- Excellent oral and written communication skills.

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

Application Procedure:

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

This Detail opportunity is open to:

- Qualified candidates at the GS-9 grade level
- Qualified candidates at the GS-7 grade level that have not previously held a temporary promotion position within the last 12 months
- Public Health Service Commissioned Corps Officers.

Interested applicants should submit via email a resume, SF-50* and statement of interest to:

CTP-Recruitment@fda.hhs.gov

Center for Tobacco Products, FDA

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

Travel Expenses will not be paid.

Applications/resumes must be submitted by March 6, 2023.

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