

Center for Tobacco Products Voluntary Reassignment Opportunity

Announcement:

A decision has been made to fill a position through voluntary reassignment. This is a **REMOTE** Policy Analyst, GS-0301-13, and the position is located in the Center for Tobacco Products (CTP), Office of the Center Director (OCD), Program Coordination. 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:	Policy Analyst GS-0301-13 FPL 13
Duty Location:	Anywhere in the U.S. (REMOTE JOB)
Office Location:	FDA Center for Tobacco Products Office of the Center Director White Oak, Building 75 10903 New Hampshire Ave Silver Spring, MD 20993
Opening Date:	March 1, 2023
Closing Date:	March 15, 2023
Area of Consideration:	HHS-Wide
Relocation Expenses:	Travel expenses will NOT be paid

Job Overview and Qualifications:

The FDA, CTP, OCD, Program Coordination is seeking candidates interested in a voluntary reassignment opportunity. Qualified applicants must demonstrate specialized experience to be considered for this reassignment.

Duties of the Position:

- Resolves and communicates issues concerning the application of Food and Drug Administration enabling legislation and pertinent regulations affecting the operation of the Federal government as it relates to tobacco control programs.
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- Prepares replies to correspondence from a variety of audiences, including the regulated community and other interested persons on issues that are industry-wide in scope or have broad health implications and that concern precedent-setting interpretations of FDA policy.
- Prepares, reviews, and analyzes memoranda and policy strategy documents to assure that issues have been clearly identified and explained and that the recommended course of action is in conformance with current Agency and Center policy.
- Keeps abreast of CTP's and FDA's rulemaking and guidance development activities and their implementation. Develops and maintains communications, policies, and programs with regard to policy research, development, and implementation.
- Develops and makes recommendations for the enhancement and improvement of the functions of OCD.
- Participates on and/or leads teams, committees, and/or working groups in support of a variety of issues that affect Center for Tobacco Product and are critical to the successful implementation of Agency and Departmental initiatives.
- Works with staff of other FDA offices and other federal agencies and state and local government to share information and coordinate efforts relating to tobacco products and tobacco use.
- Develops policies, processes, and programs involving high-priority matters affecting the Center and/or tobacco products, and their distribution, marketing, and sales.

Required Knowledge and Skills:

- Knowledge of, and skills in applying most of the following: Concepts, principles, methods, and practices related to congressional affairs and correspondence; controlled correspondence; GAO/OIG studies and audits; organizational processes and systems; project management; public health and tobacco research; communications to a wide variety of audiences; and legal research, analysis, and communications.
- Skill in written communications to prepare and present recommendations and solutions effectively, including the preparation of formal and informal correspondence, presentations, written reports, congressional talking points, and issue papers, among other items.
- 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: Program Coordination, Policy Analyst (March)** 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, **Wednesday, March 15, 2023**.

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