REIMBURSABLE DETAIL
CENTER FOR TOBACCO PRODUCTS

The Center for Tobacco Products (CTP), Office of Compliance and Enforcement (OCE), Division of Business Operations (DBO), is offering a reimbursable, temporary promotion detail opportunity for a position as a **Regulatory Counsel, GS-11/12** position for a period of up to 120 days. PHS Commissioned Corps Officers are encouraged to apply.

Bargaining Unit Status: Bargaining Unit Position

Office/Duty Location: FDA

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

Office Location: Center for Tobacco Products
Office of Compliance and Enforcement
Division of Business Operations, Contracts and Program Operations Branch
10903 New Hampshire Avenue
Silver Spring, MD 20993

Opening Date: April 10, 2023
Closing Date: April 21, 2023

Area of Consideration: Open to all career or 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.

Major Duties:

This position is in the Center for Tobacco Products, Office of Compliance and Enforcement, Division of Business Operations, Contracts and Program Operations Branch. The selected employee will serve as a Regulatory Counsel. Duties may include:

- Act as a liaison between contractors and CTP; prepare and/or review contractual documents such as statements of work, contract proposals, and invoices; and participate in the quality control of contracts.
- Evaluate acquisitions, procurement, and/or contract proposals for performance, efficiency, value, and continuing need.
- Perform research, data acquisition, data analyses, and issue analyses assignments.
- Prepare replies to correspondence from interested stakeholders on compliance and contractual issues.
- Participate in the decision-making process and in discussions concerning Office-wide contractual plans, actions, and other compliance activities.
- Suggest ways to improve the quality and workflow of compliance activities and programs.

Qualifying specialized experience includes:

- Solid foundation in contract administration and management and regulatory review work.
- Knowledge of legislation, regulations, and guidance affecting FDA.
- Strong negotiation skills.
- Excellent oral and written communication skills.
- Excellent organizational skills.

Desired Knowledge/Skills:

- Knowledge of legislation, regulations, and guidance affecting FDA's Center for Tobacco Products.
- Skill in identifying problems, gathering information, drawing conclusions, recommending solutions, preparing reports, and implementing recommendations.
- Knowledge of general principles of organization, management, and administration in order to plan work priorities, develop procedures, and take action to achieve effective and timely completion of assignments.
- Knowledge of the Federal Acquisition Regulations.

Federal Acquisition Certification-Contracting Officer's Representative (FAC-COR) Level II certification.

Additional Information:

This detail opportunity is open to all qualified candidates at the GS-9, GS-11, GS-12 grade levels that have not previously held a temporary promotion position within the last 12 months and to PHS Service Commissioned Corps Officers.

Applicants with one year of specialized experience at the GS-9 and GS-11 level who meet the basic qualifications of the position may be eligible for temporary promotion.

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

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

For questions about the position, please contact Michelle Jackson at michelle.jackson1@fda.hhs.gov.

Application Procedure:

Interested applicants must submit a resume, most recent copy of SF-50, and statement of interest to:

Please enter **Detail: CTP, OCE/DBO- Regulatory Counsel, GS-0301-11/12** in the subject line of email

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

Travel Expenses will not be paid.
Applications/resumes must be submitted April 21, 2023.
This is not an official vacancy announcement under the Merit Promotion System.