

**REIMBURSABLE DETAIL
CENTER FOR TOBACCO PRODUCTS**

The Center for Tobacco Products is offering a Detail opportunity for a position as an IT Project Manager, GS-2210-12/13. PHS Commissioned Corps officers are encouraged to apply. The Detail is available immediately for a period of 120 days. A Temporary Promotion may be considered.

Bargaining Unit Status: Bargaining Unit Position

Office Location: FDA
Center for Tobacco Products
Office of Compliance and
Enforcement, Division of External
Programs and Resource
Management, Compliance
Information Coordination Branch
10903 New Hampshire Avenue
Silver Spring, MD 20993

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

Opening Date: 5/24/2023
Closing Date: 6/7/2023

Area of Consideration: Open to all Career/Career Conditional
FDA Employees

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

The selected employee will serve as an IT Project Manager in the Office of Compliance and Enforcement (OCE), Division of External Programs and Resource Management, Compliance Information Coordination Branch. Duties may include:

- Collaborates with IT project managers (PMs) and/or serves as an IT project manager (PM) for various CTP IT initiatives.
- Providing government oversight to contractors for IT projects, monitoring and reporting on contractor performance.
- Plans and executes all facets of project management to include day-to-day management and oversight of multiple, concurrent IT projects.
- Develops project plans and cost estimates, including ongoing cost estimates for each FY, to include products (e.g., hardware/software/licenses) and services (e.g., contractor support).

- Evaluates and recommends the adoption of new or enhanced approaches to delivering IT products and/or services.
- Develops and review acquisition packages related to IT projects or services.

Qualifying specialized experience includes:

- Knowledge of legislation, regulations, and guidance affecting FDA's Center for Tobacco Products.
- Solid foundation in regulatory review work.
- Excellent oral and written communication skills.

Application Procedure:

This detail opportunity is open to all qualified candidates at the GS-12 and GS-13 grade level and USPHS Commissioned Corps Officers that have not previously held a temporary promotion position within the last 12 months and to U.S. Public Health Service Commissioned Corps Officers.

Applicants with one year of specialized experience at the GS-11 and GS-12 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.

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

Please enter **Detail: CTP, OCE/DEPRM- IT Project Manager, GS-2210-12/13** 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 by 6/7/2023.

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