

**REIMBURSABLE DETAIL**  
**Center for Tobacco Products**  
**Office of Science**

The Center for Tobacco Products (CTP), Office of Science (OS), Division of Research and Knowledge Integration (DRKI), Immediate Office is offering a Detail opportunity to Unclassified Duties (Deputy Director). Applicants at the GS-14 and GS- 15 or Commissioned Corps Officers at the O5 and O6 in the 0101, 0110, 0601, 0685, or 1530 are encouraged to apply. The Detail is available immediately for a period of 120 days. A Temporary Promotion will not be considered.

**Bargaining Unit Status:** Non-Bargaining Unit Position

**Position:** Unclassified Duties (Deputy Director)

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

**Office Location:** FDA  
Center for Tobacco Products  
Office of Science  
11785 Beltsville Drive  
Beltsville, MD 20705

**Opening Date:** August 3, 2023  
**Closing Date:** August 15, 2023

**Area of Consideration:** FDA-Wide

The CTP/OS/DRKI, Immediate Office 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. The position is ideal for someone who wants to have a critical role in the organization and would enjoy the challenge of handling a variety of assignments.

**Duties include:**

- Serves as principal advisor to the Division Director. Supports the Division Director in overseeing the administrative and technical programs and activities of the DRKI. Guides the planning, execution, and monitoring of CTP-funded research projects and knowledge management and integration to inform the Center's regulatory and review activities.
- Supervises senior staff, providing direction on Division priorities and ensuring staff are working towards Division goals.
- Manages Division budget process, working with others from the Division to balance resources with needs. Participates in discussions and decisions concerning the Division's plans, programs, and activities.

- Serves as a principal advisor to the Division Director on the processes for clearance of scientific works and as a technical lead for clearing Division documents. Ensures sound science and consistency with CTP priorities and policies for all resources coming from the Division for public consumption.
- Reviews and evaluates the effectiveness of ongoing programs and makes recommendations to the Division Director for the establishment or modification of policies, standards, and procedures to improve those programs.

**Desired Knowledge and Skills:**

- Mastery and knowledge of recent developments in the health science fields of tobacco regulatory science, evaluation, and knowledge management and tobacco regulatory science Supervisory experience.
- Knowledge and demonstrated experience in identification of problems, gathering information, drawing conclusions, recommending solutions, and negotiating acceptance and implementation of the recommendations.
- Mastery of written and oral communications methods and techniques in order to skillfully and clearly communicate complex information and/or to draft papers or guidance documents for publication.
- Knowledge of CTP missions, programs and organizational structures sufficient to collaborate with other CTP staff on public health issues and problems.
- Ability to communicate effectively to accurately represent the FDA/CTP and the assigned program area in dealing with representatives of other agencies and organizations.
- Excellent organizational skills.
- Excellent oral and written communication skills
- Exceptional interpersonal relationship skills and ability to collaboratively lead teams (e.g., maximize each person's contributions, reconcile divergent viewpoints, and maintain harmonious working relationships).

**Application Procedure:**

Supervisory concurrence is required to accept a detail; it is NOT required to apply. Interested applicants should submit a resume or CV, a copy of your transcripts, 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. The Detail opportunity is open to all candidates qualified at the GS-13/14 grade level or Commissioned Corps Officers (O-5/O-6).

Please enter **Detail: CTP, OS DRKI \_ Deputy Director (August)** in the subject line of e-mail.

Interested applicants should submit the documents via email to: [CTP-Recruitment@fda.hhs.gov](mailto:CTP-Recruitment@fda.hhs.gov).

To be considered for this opportunity, all requested documentation must be submitted by the announcement closing date, **Tuesday, August 15, 2023.**

Detail is reimbursable.

Travel Expenses will not be paid.

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