

**REIMBURSABLE DETAIL
FDA Center for Tobacco Products**

The Food and Drug Administration (FDA), Center for Tobacco Products (CTP), Office of Health Communication and Education (OHCE) is offering a Detail opportunity for Unclassified Duties (Supervisory Health Scientist, GS-0601-14). Applicants and current employees at the GS-13 and GS-14 levels are encouraged to apply. The Detail is available for a period of up to 120 days, with possible multiple rotations. PHS Commissioned Corps Officers may apply. A temporary promotion may not be considered.

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

Position: Unclassified Duties

Office Location: Remote

Opening Date: **August 21, 2023**

Closing Date: **September 1, 2023**

Area of Consideration: **FDA-wide**

The CTP 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 OHCE is the central point for communication about CTP's activities, public education campaigns, and key messages to provide information about the regulation of tobacco products, the health risks associated with tobacco use, and the benefits of quitting or never starting to use tobacco.

Duties include:

The selected employee will serve on Unclassified Duties (Supervisory Health Scientist) for the Evaluation Team in the Division of Research and Evaluation (DRE) in OHCE.

The duties may include:

- Serve as a recognized expert in communication sciences for CTP and bring health science expertise in an appropriate scientific field such as behavioral science, social science, communication science, epidemiology, public health, and program evaluation.
- Identify and analyze tobacco and other public health issues and their impact on scientific operations that are critical to CTP, OHCE, and the public health community.
- As a senior scientific expert, lead, advise, and oversee the planning, design, implementation, and analysis of evaluation research projects, including quantitative, qualitative, and mixed-methods research/studies.
- Analyzing qualitative data utilizing appropriate methodological approaches (e.g., content analysis or thematic analysis) and computer software applications for an organization. Analyzing quantitative data utilizing methodological approaches, statistical techniques, and computer software applications for an organization.
- Perform the administrative and human resources management functions relative to staff supervised. Establish guidelines and performance expectations for staff members, which

are clearly communicated through the formal employee performance management system.

- Plan, organize, and direct the activities of a team of scientists and health communication specialists that conducts program evaluation and scientific review of an organization's communication activities.
- Lead scientists and program consultants in various aspects of a study or survey design process, and other study support duties including analyzing and reporting of data and data dissemination to audiences. Provide advice and assistance in evaluating the methodology of past and proposed studies conducted within the program and assist subject-matter experts in the design of studies conducted within or sponsored by the program.
- Develop and prepare scientific articles, presentations, and technical reports for dissemination to national and international audiences, including publications in scientific peer-reviewed journals; presentations at conferences and symposiums.
- Review literature to maintain current knowledge about measuring and evaluating public education initiatives at local, state, and national levels. Develop and prepare bibliographies that identify critical issues and areas for future research. Synthesize and interpret the relevant literature and provide analytical review of current research.

Desired Knowledge and Skills:

- Demonstrated knowledge of administrative and human resources management functions relative to staff supervised.
- Demonstrated knowledge of tobacco regulatory policies, tobacco prevention and interventions, social science theories, public health frameworks, and health equity.
- Expertise in the coordination and integration of important and complex programs of professional, scientific, technical, or managerial work.
- Expertise in health communications and marketing principles, methods, practices, research, and techniques; analytical methods; and interpersonal relations practices as well as the ability to analyze scientific and technical information and translate it into language appropriate for the intended audience ensuring that the information is current and accurate.
- Expertise in primary and secondary data sources, environmental scanning, needs assessments, program evaluation, and health/risk communication to identify information gaps/needs and opportunities; define and analyze target audiences; and manage staff and partners to formulate communication and marketing strategies. Skill to apply this expertise to developing new methods and approaches in planning, integrating, and evaluating the overall health communication and marketing research and evaluation to support the organization's functional program.
- Extensive knowledge of the mission, goals, and objectives of the CTP and how they relate to the policies, practices, procedures, and regulations which affect the way the organization operates at the local, state, territorial, tribal nation, national, and international levels.
- Mastery of a wide range of qualitative and/or quantitative methods for the assessment and improvement of program effectiveness or the improvement of complex management processes and systems.

- Extensive knowledge in measurement and scale development, including item-writing, item response theory, factor analysis, standardization, reliability analyses, and validity analyses.

Application Procedure:

Supervisory concurrence should be obtained if selected for this Detail. The Detail opportunity is open to all candidates qualified at the GS-13 and/or GS-14 grade levels or Commissioned Corps Officers (O5/O6).

Please enter **Detail: CTP, OHCE Unclassified Duties (Supervisory Health Scientist (August))** in the subject line of e-mail.

Interested applicants should submit a copy of their resume, most recent copy of SF-50, copy of their transcripts, and statement of interest via email to: CTP-Recruitment@fda.hhs.gov.

Detail is reimbursable.

Travel Expenses will not be paid.

Candidates must express interest by September 1, 2023.

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