

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

The Center for Tobacco Products (CTP), Office of Science (OS), Division of Regulatory Science Informatics (DRSI), is offering a Detail opportunity to an Information Technology Project Manager GS-2210-12. Applicants at the GS-12 level are encouraged to apply. PHS Commissioned Corps Officers may apply. The Detail is available immediately for a period up to 120 days.

**Bargaining Unit Status:** Bargaining Unit Position

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

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

**Opening Date:** September 07, 2023  
**Closing Date:** September 20, 2023

**Area of Consideration:** FDA-Wide

The CTP, OS 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. This Detail position is ideal for someone who wants to have a critical role in the organization and would enjoy the challenge of working with Information Technology (IT) projects.

**Duties include:**

The Detail will be located in the OS, DRSI, Informatics Services Support Branch. The primary role of the incumbent is as a project manager for various OS IT initiatives.

Duties for this position may include:

- Planning and executing all facets of project management to include day-to-day management and oversight of multiple, concurrent IT projects in OS.
- Develops status reports for project, reviews contractor deliverables such as requirements, design, project schedule, test documents, etc.
- Schedules user acceptance testing (UAT).
- Plans and manages IT project’s scope, schedule, and cost, as well as risk and resource management.
- Participates in performing OS activities required to develop acquisition packages.
- Develops project plans and cost estimates.
- Elicits requirements from stakeholders and business owners to establish project scope and priorities.
- Evaluates and recommends the adoption of new or enhanced approaches to delivering IT products and/or services.
- Ensures projects adhere to the FDA’s Enterprise Performance Lifecycle (EPLC) process.

**Desired Knowledge and Skills:**

- Thorough knowledge of, and skill applying, performance management and measurement methods, tools, and techniques.
- Knowledge of system testing and evaluation principles, methods, and tools.
- Ability to plan and carry out complex assignments and develop new methods, approaches, and procedures on a wide variety of IT issues.
- Knowledge of new and emerging information technologies and/or industry trends sufficient to evaluation and recommend adoption of new or enhanced approaches to delivering IT services.

**Application Procedure:**

Supervisory concurrence is required to accept a Detail but is not required to apply. 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. The Detail opportunity is open to all candidates qualified at the GS-12 grade level or Commissioned Corps Officers (O-4).

Please enter **Detail: CTP, OS, DRSI – ITPM GS-2210-12 (September)** in the subject line of e-mail.

Interested applicants should submit their 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, **Wednesday, September 20, 2023**.

Detail is reimbursable.

Travel Expenses will not be paid.

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