

REIMBURSABLE DETAIL OPPORTUNITY

CENTER FOR TOBACCO PRODUCTS

The Center for Tobacco Products, Office of the Center Director, is offering a reimbursable detail opportunity to Policy Analyst, GS-0301-13. Applicants at the GS-12 and GS-13 level are encouraged to apply. The Detail is available immediately for a period not to exceed 120 days. U.S. Public Health Service Commissioned Corps Officers are encouraged to apply. A temporary promotion may be considered.

Position: Policy Analyst, GS-0301-13

Bargaining Unit Status: Bargaining Unit Position

Office/Duty Location: Remote (Anywhere in the U.S.)

Center for Tobacco Products
Office of the Center Director (OCD)
10903 New Hampshire Ave, Bldg. 75
Silver Spring, MD 20993

Opening Date: November 1, 2023

Closing Date: November 14, 2023

Area of Consideration: FDA-Wide

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 (CTP).

This position is part of the Program Coordination team, which manages both the Executive Secretariat and congressional functions of the Center. The role will work in both areas, including formal correspondence, congressional correspondence, reports, and other Center coordination work.

Major Duties:

The selected candidate will serve the Office of the Center Director (OCD). Some duties may include:

- Resolves and communicates issues concerning the application of tobacco-related Food and Drug Administration enabling legislation, pertinent regulations, and/or general

legislation affecting the operation of the Federal government as it relates to tobacco control programs.

- Participates on teams, committees, and/or working groups in support of a variety of issues that affect the Center for Tobacco Product and are critical to the successful implementation of an Agency and Departmental initiatives.
- Drafts legal and policy documents and correspondence that are critical to Center initiatives.
- Prepares reports and other information that is clear, well-designed, and well-written, ensuring standard operating procedures are followed.
- Works with members of other offices and organizations, to collaborate in working groups and develop new policies, procedures, or guidelines regarding tobacco products and/or other regulated products.
- Responds to correspondences from various audiences on issues that have broad health implications on public health.
- Analyzes laws, regulations, and policies for their impact on programs and recommends courses of action to leadership.

Desired Knowledge and Skills:

- Understanding of tobacco regulatory work, including legal, policy, and communications facets
- Experience supporting and collaborating with cross-office staff and senior leadership
- Skill in identifying problems, gathering information, drawing conclusions and recommending solutions
- Excellent organizational skills and experience in developing, improving upon, and following processes
- Excellent written communication skills, including for a variety of audiences
- Skill in working collaboratively in a team environment

Application Procedure:

Supervisory concurrence should be obtained before you apply to this Detail. 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-12/13 grade level or Commissioned Corps Officers (O-3/O-4).

Please enter **Detail: Policy Analyst (November)** in the subject line of e-mail.

Interested applicants should submit their documents via email to:

CTP-Recruitment@fda.hhs.gov.

Travel Expenses will not be paid.

Applications/resumes must be submitted by November 14, 2023.

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