

**REIMBURSABLE DETAIL/TEMPORARY PROMOTION OPPORTUNITY
CENTER FOR TOBACCO PRODUCTS**

The Center for Tobacco Products (CTP), Office of Management (OM) is offering a Detail opportunity for the Deputy Director for Management. Applicants at the GS-14/15 grades level are encouraged to apply. PHS Commissioned Corps Officers may apply. The Detail is for a period of 120 days. A Temporary Promotion may be considered.

Bargaining Unit Status: Non-Bargaining Unit Position

Office Location: FDA
Center for Tobacco Products
Office of Management
10903 New Hampshire Avenue
Silver Spring, MD 20993

Duty Location: Remote

Opening Date: December 5, 2023
Closing Date: December 11, 2023

Area of Consideration: FDA Employees

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

The selected employee will serve as the Deputy Director for Management.

Major Duties will include:

- Shares responsibility with the Director, OM, in planning, managing, directing, evaluating, and coordinating major tobacco program operational objectives to support the Family Smoking Prevention and Tobacco Control Act.
- Participates in providing executive leadership for OM operations, which contains a diverse administrative and operational portfolio.
- Leads the Center programs for acquisitions and grants; information technology; ethics; risk management; budget execution and formulation; tobacco user fees; workforce diversity, equity, inclusion, and accessibility (DEIA) activities; human capital management, and general administrative operations such as travel, timekeeping, facilities, and continuity of operations.

- Develops and implements long-range priorities and schedules for the overall work of the OM, including assignment of resources to strategic program areas, and assures implementation by staff of the goals and objectives of the office.

Desired Knowledge and Skills:

- Ability to develop and implement action-oriented plans for an organization including developing and implementing strategic priorities.
- Demonstrated knowledge of administrative and management functions relative to staff supervised.
- Experience assigning, directing, overseeing, and coordinating the work of staff to carry out the priorities of the office.
- Ability to use negotiation, conflict resolution, or leadership skills to obtain results supporting organizational or mission requirements.

Application Procedure:

The Detail opportunity is open to:

- Qualified candidates at the GS-15
- Qualified candidates at the GS-14 grade level that have not previously held a temporary promotion position within the last 12 months.
- PHS Commissioned Corps Officers (O5/O6).

Supervisory concurrence is required in order to accept a Detail; it is NOT required to apply.

Interested applicants must submit a short statement of interest (no more than 250 words), resume, and recent copy of SF-50 via email to: CTP-Recruitment@fda.hhs.gov.

Please enter **Detail: CTP, OM – Deputy Director for Management, GS-0301-15** in the subject line of email.

Detail is reimbursable.

Relocation expenses will not be paid.

Candidates must express interest by December 11, 2023.

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