

**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 an **Unclassified Duties** (Supervisory Health Communication Specialist), GS-1001-14. 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. PHS Commissioned Corps Officers may apply. A temporary promotion may not be considered.

Bargaining Unit Status: Non-Bargaining Unit Position

Position: Unclassified Duties

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

Center for Tobacco Products
Office of Health Communication and Education
10903 New Hampshire Ave, Bldg. 75
Silver Spring, MD 20993

Opening Date: December 7, 2023

Closing Date: December 12, 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 as the Supervisory Health Communication Specialist on the Strategic Outreach Team in the Division of Regulatory Communications (DRC).

The duties may include:

- Building and managing stakeholder outreach activities, including the planning and management of a robust conference exhibit program.
- Amplifying CTP's regulatory messaging, public education campaigns, and educational messaging at local and national conferences.
- Creating and sustaining relationships with state, governmental and nongovernmental local community stakeholders to further disseminate and support CTP's communication goals and objectives.

- Collaborating with OHCE divisions/teams and other CTP offices to identify and execute external information-sharing opportunities and mutually beneficial partnerships to educate the public about the dangers of tobacco products.
- Planning, organizing, and directing the activities of a team of health communication specialists and public health analysts.
- Managing the CTP Speaker's Bureau to provide speakers for forums planned by national associations representing local community-based organizations to maintain dialogue and share campaign information/messages, broaden awareness, and initiate a two-way conversation with locally based organizations.

Desired Knowledge and Skills:

- Demonstrated knowledge of administrative and human resources management functions relative to staff supervised.
- 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.
- Knowledge of stakeholder strategies for effectively communicating with key audience segments.
- Mastery of oral communication techniques to lead teams and work groups, make presentations, serve as a spokesperson, conduct meetings designed to solicit input on public health program issues, and develop consensus among divergent viewpoints.
- Mastery of written communication techniques to write a variety of documents, including descriptions of communication and marketing programs and projects, communication and marketing plans, reports of audience research results, scopes of work, and training tools.

Application Procedure:

Supervisory concurrence must 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 Supervisory Health Communication Specialist, GS-1001-14** (December) in the subject line of e-mail.

Interested applicants should submit a copy of their resume, most recent copy of SF-50, and statement of interest via email to:

Interested applicants should submit their documents via email to:
CTP-Recruitment@fda.hhs.gov.

Detail is reimbursable.
 Travel Expenses will not be paid.

Candidates must express interest by December 12, 2023.

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