

REIMBURSABLE DETAIL/TEMPORARY PROMOTION OPPORTUNITY

CENTER FOR TOBACCO PRODUCTS

The Center for Tobacco Products, Office of Compliance and Enforcement (OCE) is offering a Detail opportunity for a **Supervisory Program Specialist**. Applicants at the GS-13/14 grade levels are encouraged to apply. PHS Commissioned Corps Officers may apply. The Detail is for a period of up to 120 days. A Temporary Promotion may be considered.

Bargaining Unit Status: Non-Bargaining Unit Position

Office Duty Location: FDA
Center for Tobacco Products
Office of Compliance and Enforcement
Division of Business Operations/Contracts & Program
Operations Branch
10903 New Hampshire Ave.
Silver Spring, MD 20993

Duty Station: Remote

Opening Date: **December 21, 2023**

Closing Date: **December 28, 2023**

Area of Consideration: Open to all career/career-conditional FDA employees

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 eliminate tobacco use by youth. To carry out this responsibility, FDA established the Center for Tobacco Products (CTP).

Major Duties:

This position will serve as a Supervisory Program Specialist within the Office of Compliance and Enforcement, Division of Business Operations (DBO), Contracts and Programs Operations Branch. The duties for this detail include:

- Provides technical and administrative direction to subordinate employees performing the work and functions of the Branch. The incumbent assigns, directs, oversees, and coordinates the work of subordinates and ensures deadlines and requirements for quality are met.
- Supervises employees on work and administrative matters.
- Oversees and performs research and identification of complex program issues or problems impacting program initiatives within the Branch. This includes, but is not limited to, business practices associated with contracts, inter-agency agreements, and cooperative agreements.
- Initiates, updates, and monitors OCE's annual and monthly Center Acquisition Plan submission to Office of Acquisition and Grants Services (OAGS) to ensure requirements are being submitted to OAGS in a timely fashion.

- Reviews and analyzes short and long-range contract requirements and recommends best procurement approaches to effectively accomplish a wide variety of complex acquisitions.
- Examines new laws, regulations and policies to determine potential influence on existing policies and procedures and manages the implementation of policy changes.

Qualifying specialized experience includes:

- Knowledge of the various laws, regulations, and policies affecting the programs administered by OCE.
- Solid foundation in contract work.
- Excellent oral and written communication skills.
- Excellent organizational skills.

Additional Information:

Supervisory concurrence is required to accept a detail; it is **NOT** required to apply.

This Detail opportunity is open to:

- Qualified candidates at the GS-14 grade level.
- Qualified candidates at the GS-13 grade level that have not previously held a temporary promotion position within the last 12 months.
- PHS Commissioned Corps Officers.

Applicants with one year of specialized experience at the GS-13 level who meet the basic qualifications of the position may be eligible for temporary promotion.

Multiple selections may be made to fill the position on a rotational basis.

Application Procedure:

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

Please enter Detail: **CTP, OCE- Supervisory Program Specialist, GS-0301-14** in the subject line.

Relocation expenses will not be paid.

Applications/resumes must be submitted by Thursday, December 28, 2023.

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