

**REIMBURSABLE DETAIL**  
**Center for Tobacco Products**

The Center for Tobacco Products, Office of Science, Immediate Office, is offering a Detail opportunity for Unclassified Duties. Applicants and current employees at the GS-12/13 levels are encouraged to apply. The Detail is available immediately for a period of 90 days. PHS Commissioned Corps Officers may apply. A temporary promotion will not be considered.

**Bargaining Unit Status:** Bargaining Unit Position

**Position:** Unclassified Duties

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

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

**Opening Date:** January 10, 2024  
**Closing Date:** January 31, 2024

**Area of Consideration:** FDA-Wide

The CTP Office of Science' Immediate Office offers a fast-paced, dynamic environment and an opportunity to work with dedicated, energetic people who want to make a difference to improve public health. The position is ideal for someone who wishes to play a critical role in the organization.

This Detail opportunity is ideal for someone who has many innovative ideas for how to best captivate internal audiences through new and creative ways of communicating.

**Duties Include:**

The incumbent serves as an Awards Liaison for the Office of Science. Following below are a sample of duties:

- Responsible for coordination of OS Incentive Awards, OS Honor Awards, OCS Scientific Achievement Awards, and OS Excellence Award.
- Will assist in the establishment and refinement of various awards programs.
- Serves as the primary awards POC between the Office of Science and the Office of Management.
- Assists staff with drafting award nominations and provides access to previous award nominations.
- Maintains databases of award submissions to include supporting documentation and approved nominations.

- Collaborates with OS Divisions on awards process improvements across OS.
- Monitors and manages various awards mailboxes, working with staff to answer any question about nominations (justifications, denials, approvals, etc.).
- Assists with coordinating review processes for award nominations.
- Communicates important timelines to staff regarding awards submissions.
- Provide OS chairs with the required information to complete the SAA review process (SOPs, templates, etc).
- Develops forms and resources in support of awards processes.
- Performs other duties as assigned.

**Desired Knowledge and Skills:**

- Ability to effectively organize work and meet deadlines.
- Ability to collaborate effectively and professionally.
- Expertise in multi-tasking under rigorous timelines while remaining calm.
- Advanced project management skills.
- Strong interpersonal skills to establish and maintain effective and productive working relations.
- Excellent oral and written communication skills.
- Strong skills in Microsoft Excel.

**Application Procedure:**

This opportunity is open to all candidates currently at or eligible for the GS-12/13 grade levels or Commissioned Corps Officers. Supervisory concurrence is required in order to accept this detail; however, is not required to apply. Applicants should submit the following by the closing date of the announcement:

Please enter **Detail: CTP, OS Unclassified Duties GS-12/13 (January)** 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:

[CTP-Recruitment@fda.hhs.gov](mailto:CTP-Recruitment@fda.hhs.gov)

Detail is reimbursable.

Travel Expenses will not be paid.

**Candidates must express interest by January 31, 2024.**

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