

REIMBURSABLE DETAIL
Center for Tobacco Products

The Center for Tobacco Products, Office of Science, Immediate Office, is offering a Detail opportunity for Unclassified Duties (RUF Plan Implementation Coordinator, GS-12/13). 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 23, 2024
Closing Date: February 05, 2024

Area of Consideration: FDA-Wide

The CTP Office of Science (OS), 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.

Duties Include:

The incumbent will serve as a Reagan Udall Foundation (RUF) Plan Implementation Coordinator reporting to the OS Deputy Director for Regulatory Management. The incumbent will be responsible for the following:

- Leads OS's efforts in operationalizing the RUF results.
- Keeps track of action items and recommendations and ensuring tasks are properly triaged and assigned to relevant staff to lead.
- Provides status updates to the Office of the Center Director on OS's progress.
- Oversees planning, coordination, and execution of public workshop and/or webinars.
- Coordinates oversight and advancement of commitments made by OS to improve public transparency and efficiency.
- Identifies and prioritizes opportunities to improve transparency of the tobacco program, particularly with respect to the regulatory process and its scientific underpinnings.

- Facilitates discussions with internal and external subject matter experts to identify programmatic challenges and opportunities to improve efficiency and transparency.
- Provides technical advice and consultation to OS/OLT and other management officials on strategies, plans, priorities, and significant problems/issues related to review.
- Develops recommendations for program improvements to address recurring challenges and manages implementation of recommended strategies.
- Provides technical advice and oversight to facilitate the office's ability to produce timely and consistent reviews.
- Prepares reports and presentations that detail situation analyses, opportunities for improvements, and recommended strategies.
- Performs other duties as assigned.

Desired Knowledge and Skills:

The ideal candidate will exhibit a willingness and ability to quickly get up-to-speed on all the key, ongoing activities across the Office and Center and understand the roles of all parties involved. The position may entail assigning tasks and directing work, so the ideal candidate will feel comfortable interacting with various groups in the Office, including the Office leadership team.

- Work effectively with SLT to help move progress along.
- Have meticulous detail to attention and reporting.
- Project and self-management skills – ability to get things done and deliver in a complex environment (high visibility, deadlines, accelerated timelines).
- Expertise in meeting deadlines in a fast-paced environment while managing multiple priorities.
- Articulates and communicates to the team the project, problem to be solved, actionable events, milestones, and program issues under review, and deadlines and time frames for completion.
- Excellent organizational skills
- Excellent oral, written and interpersonal communication skills.

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 (RUF Plan Implementation Coordinator 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

Detail is reimbursable.

Travel Expenses will not be paid.

Candidates must express interest by February 05, 2024.

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