REIMBURSABLE DETAIL
Center for Tobacco Products
Office of Science

The Center for Tobacco Products (CTP), Office of Science (OS) is offering a Detail opportunity for Unclassified Duties (Supervisory IT Specialist) GS-2210-14. The Detail is available immediately for a period up to 120 days. Multiple selections may be made from this announcement. Applicants and current employees at the GS-13 and GS-14 levels are encouraged to apply. A temporary promotion may not be considered.

Bargaining Unit Status:	Non-Bargaining Unit Position
Duty Location:	Anywhere in the U.S. (REMOTE JOB)
Office Location:	FDA Center for Tobacco Products 11785 Beltsville Drive Beltsville, MD 20705
Opening Date:	February 05, 2024
Closing Date:	February 09, 2024
Area of Consideration:	FDA-Wide

The CTP, OS 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. This position manages a team within the Data and Systems Branch that provides oversight of computerized regulatory data or Information Technology (IT) systems pertaining to regulated tobacco products. The position is ideal for someone who wants to have a critical role in the organization and would enjoy the challenge of supervising others in IT system development and implementation and IT product management across the system lifecycle.

Duties:
The Detail will be located in the Data and Systems Branch within the CTP, OS, Division of Regulatory Science Informatics (DRSI). The primary role of the division is to strategically develop and support IT solutions to support regulatory and scientific reviews and research of tobacco products for the CTP, OS. The role of the Data and Systems Branch is to develop and implement IT systems for the OS and ensure high quality data is collected, generated, and used to maximum effectiveness.

Duties for this position may include:
- Leads and supervises a team of individuals in IT system development, implementation, and IT product ownership.

- Leads the analysis of current and projected data and system needs of regulatory reviewers, supervisors, and managers to determine scientific and regulatory business requirements for development and enhancement of information systems and reports generated from the systems.
- Prepares and provides comprehensive, program and project status reports to management for their use in developing program decisions and direction including project and product roadmaps, timeline reports, key performance indicators and regulatory and scientific review status reports.
- Leads and oversees the development and implementation of IT systems in conjunction with the DRSI IT Project Management Office and OS Customer Service Center.
- Applies Agile IT development methodologies to teams of various sizes and disciplines.
- Fosters collaboration and communication within OS, DRSI.
- Provides day-to-day leadership and guidance; plans, assigns, and evaluates work.
- Performs other similar duties as assigned.

Desired Knowledge and Skills:

- Knowledge of a wide range of technical principles, practices, techniques, and current research development in areas such as IT system development, IT product ownership, Agile IT system development methodologies, IT infrastructure management, and FDA development tools such as SharePoint Online and Microsoft PowerApps.
- Knowledge of the regulatory review process and how various scientific disciplines interrelate with each other to recognize the need to change system functionality or data elements to reflect business needs.
- Effective verbal and written communication skills. Expert ability to effectively communicate complex, multi-disciplinary ideas and insights.
- Expert ability to translate complex, technical findings into an easily understood narrative to tell stories with data.
- Excellent organizational skills.
- Ability to foster accountability and commitment to the mission of the Division.
- Ability to lead and supervise a team.

Application Procedure:

Supervisory concurrence is required in order to accept a Detail; however, it is not required to apply. Interested applicants should submit a resume or CV, a copy of your most recent SF-50 (Notification of Personnel Action) that identifies your current pay plan, series, grade, full performance level, and time in grade. Within grade increases or promotion SF-50s are preferred. Commissioned Corps Officers are also encouraged to apply and should submit a resume or CV. This Detail opportunity is open to all qualified candidates at the GS-13 and GS-14 grade level or Commissioned Corps Officers equivalent (O4/O5).

Please enter **Detail: CTP, OS, Unclassified Duties (Supervisory IT Specialist)** in the subject line of e-mail.

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 February 09, 2024.

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