

**REIMBURSABLE DETAIL
Center for Tobacco Products**

The Center for Tobacco Products, Office of Science, Immediate Office, is offering a Detail opportunity for Unclassified Duties (SE Project Manager, GS-11/12/13). Applicants and current employees at the GS-11/12/13 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: February 12, 2024
Closing Date: February 26, 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 be responsible for tracking and moving forward commitments that OS has made, and working with necessary personnel in OS to implement changes and monitor progress over time.

- Develops and oversees Substantial Equivalence (SE) scientific review and clearance timelines across SEs under scientific review.
- Works closely with SE program staff and senior leadership to coordinate and prioritize timelines across applications.
- Monitors the progress of SEs under scientific review.
- Regularly communicates updates to OS leadership, SE program staff, review teams, OCC, and OS staff.
- Quickly identifies issues or barriers that need resolution and facilitates, documents, and communicates resolution.

- Serves as a primary OS SE POC/SME for questions about applications under review.
- Works closely with OS-IO to coordinate dissemination of internal SE-related information.

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.

- Highly organized and skilled in multi-tasking in fast-paced environment with rapidly shifting priorities.
- Excellent oral, written and interpersonal communication skills.
- Knowledge of the SE review process and of the stakeholders involved in the review process.
- Excellent planning skills with the ability to identify areas of overlap and opportunities for collaboration, cohesion and process improvement.

Application Procedure:

This opportunity is open to all candidates currently at or eligible for the GS-11/12/13 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 (SE Project Manager GS-11/12/13) (February)** 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 26, 2024.

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