REIMBURSABLE DETAIL
Center for Tobacco Products
Office of Science

The Center for Tobacco Products (CTP), Office of Science (OS) is offering a detail opportunity to a Supervisory Regulatory Information Specialist GS-301-14. The Detail is available immediately for a period up to 120 days. Applicants at the GS-13 and GS-14 are encouraged to apply. A temporary promotion may be considered.

Bargaining Unit Status: Non-Bargaining Unit Position

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

Opening Date: **February 12, 2024**

Closing Date: **February 16, 2024**

Area of Consideration: FDA-Wide

The CTP Office of Science 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 detail position is ideal for someone who wants to have a critical role in the organization and would enjoy the challenge of coordinating program/project direction, information management, and data analysis for CTP's IT systems.

Duties include:
The detail will be located in the Informatics Services Support Branch (Branch Two) within the Division of Regulatory Science Informatics. The primary role of the division is to strategically develop IT solutions to support the regulatory and scientific reviews of tobacco products for the Office of Science. Duties for this position may include:

- Leads and supervises a team of individuals who manage regulatory information systems that support tobacco product review, knowledge management, and other OS business functions that require mastery knowledge in information management, automated processes and service desk support services.
- Analysis of current and projected IT capabilities for regulatory and scientific review in relation to existing capabilities for providing information to Office staff on a variety of topics associated with the IT solutions for the regulatory review process, research and knowledge management.
- Serves as an authority in the management of large and complex software application development efforts providing the technical expertise for the IT program development and the policies associated with it.

- Provides the planning, organizing, and execution to completion various analytical studies identifying the need for advance Center and/or Office-wide information systems involving major system deliverables and software performance and ensuring compatibility with existing system configuration.
- Provides direction and oversight over the system(s) for the receipt, triaging, assignment, scheduling, tracking, and reporting of projects and activities throughout the division.
- Fosters collaboration and communication within the teams, branches, Division of Regulatory Science Informatics and Office of Science.
- Performs other similar duties as assigned.

Desired Knowledge and Skills:

- Mastery of a wide range of analytical and evaluative theories, methods and procedures applicable to evaluating the effectiveness of the Office's information management and determining appropriate enhancements/improvements to the systems.
- Expert knowledge of a wide range of analytical and evaluative theories, database analysis, methods and procedures applicable to evaluating the effectiveness of an IT system, tool or reporting mechanism and critical thinking to determine appropriate enhancements/improvements where necessary.
- Expert knowledge of innovative activities and methods for developing new IT services or products or improving existing services or products.
- Comprehensive, in-depth knowledge of the regulatory review process for the products regulated by the Center to identify the need for specific tools or IT support mechanisms.
- Excellent organizational skills, and effective communication skills both verbal and written.
- Ability to produce thorough, written analysis on the evaluation and assessments of IT solutions, business processes, policies, guidance,
- 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, DRSI – Supervisory RIS GS-0301-14** 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 16, 2024.
*This is not an official vacancy announcement under the Merit Promotion System.