

**REIMBURSABLE DETAIL
FDA Center for Tobacco Products**

The Food and Drug Administration (FDA), Center for Tobacco Products (CTP), Office of Health Communication and Education (OHCE) is offering a Detail opportunity for a **Supervisory Health Communications Officer, GS-1001-15**. Current employees at the GS-14 level are encouraged to apply. The Detail is available for a period of up to 120 days. PHS Commissioned Corps Officers may apply. A Temporary Promotion may be considered.

Bargaining Unit Status: **Non-Bargaining Unit Position**

Position: Supervisory Health Communications Officer

Office Location: Remote

Opening Date: **February 21, 2024**
Closing Date: **February 27, 2024**

Area of Consideration: **CTP-wide**

The CTP 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. The OHCE is the central point for communication about CTP's activities, public education campaigns, and key messages to provide information about the regulation of tobacco products, the health risks associated with tobacco use, and the benefits of quitting or never starting to use tobacco.

Duties include:

The selected employee will serve as a Supervisory Health Communications Officer (Director of the Division of Regulatory Communication) and principal advisor to the Office Director on all Center programs relating to direct media communications between CTP and the general public.

The duties may include:

- Planning providing technical and administrative direction to subordinate employees performing the work and functions of the division; approving leave and executing other administrative supervisory requirements.
- Planning and managing public relations programs involving issues that are controversial or of significant public or Congressional interest, such as FDA programs involving regulations for newly regulated industry.
- Handling queries from elected officials, other government agencies, community organizations, media and the public about FDA/CTP activities that could significantly affect public views.
- Coordinating and providing advice on comprehensive communication and public information programs; ensuring information is accurately and efficiently communicated to a variety of audiences via all appropriate communication channels.
- Collaborating with and advising senior officials both within and outside the Center and Agency in order to secure, exchange, and provide information concerning critical and

significant issues, actions, and emerging problems of major interest.

- Acting quickly and effectively as senior communications counsel in providing sound public relations advice to staff, as well as senior officials for major roll outs, Center announcements, and key initiatives.
- Serving on various organizational committees, workgroups, panels, etc. to ensure the view of the Center and the Office are effectively promoted.
- Planning and directing all phases of Center publication production, including guiding the work of print and electronic media reporting and overseeing the coordination of speeches, presentations and talking points covering various topics.
- Evaluating preliminary and final drafts for all material produced by the division; offering suggestions to project directors, curators, and/or designers on presentation of subject matter and visuals for target audiences.
- Developing communication strategies to advance the goals and priorities of the Center.
- Coordinating health communication support for integrated communication programs.
- Working with the division's COR to oversee the communications support contract.

Desired Knowledge and Skills:

- Demonstrated knowledge of administrative and human resources management functions relative to staff supervised.
- Mastery of communication principles, methods, practices, and techniques; analytical methods; and interpersonal relations practices in order to present sound advice to senior leadership in developing methods and approaches in the planning, integrating, and evaluating of the overall Center public affairs program.
- Exceptional ability to communicate complex program information effectively, both orally and in writing to a wide audience, within and outside the Center and Agency; and to establish effective liaisons and interface with high-ranking officials and with individual groups with interest in the programs and activities of the Center.
- Mastery of regulatory science and communications to serve as an agency expert and solve novel or obscure problems.
- Knowledge of agency program goals and objectives, the sequence and timing of key program events and milestones, and methods of evaluating the worth of program accomplishments.
- Mastery of and skill in translating and communicating complex scientific concepts and data to ensure effective use by the public, Center partners, policy makers, advocacy groups, and other constituencies.

Application Procedure:

Supervisory concurrence should be obtained if selected for this Detail. The Detail opportunity is open to all candidates qualified at the GS-14 grade levels or Commissioned Corps Officers (O5/O6).

Please enter **Detail: CTP, OHCE Supervisory Health Communications Officer (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.
Relocation expenses will not be paid.

Candidates must express interest by February 27, 2024_____.

***THIS IS NOT AN OFFICIAL VACANCY ANNOUNCEMENT UNDER THE MERIT
PROMOTION SYSTEM***