

**REIMBURSABLE DETAIL  
CENTER FOR TOBACCO PRODUCTS**

The Center for Tobacco Products (CTP), Office of Compliance and Enforcement (OCE) is offering a detail opportunity to Unclassified Duties (Equivalent to GS-14, Deputy Division Director). PHS Commissioned Corps officers may apply. The detail is available immediately for a period not to exceed 120 days. **No Temporary Promotion.**

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

**Duty Location:** Anywhere in the U.S. (REMOTE JOB)

**Office:** FDA  
Center for Tobacco Products  
Office of Compliance and Enforcement  
Division of External Programs and Resources  
Management  
10903 New Hampshire Avenue  
Silver Spring, MD 20993

**Area of Consideration:** Open to all Career/Career Conditional CTP Employees Only

**Opening Date:** March 4, 2024

**Closing Date:** March 8, 2024

On June 22, 2009, the President signed the Family Smoking Prevention and Tobacco Control Act (Tobacco Control Act) (Public Law 111-31) into law. The Tobacco Control Act granted FDA important new authority to regulate the manufacture, marketing, and distribution of tobacco products to protect the public health generally and to reduce tobacco use by minors. To carry out this responsibility, FDA established the Center for Tobacco Products (CTP).

**Major Duties will include:**

- Supervises, manages, and directs a staff responsible for the planning, development, and implementation of policies and procedures concerning information management, fiscal operations, contracts, personnel, and administrative and strategic goals.
- Supervises, manages, and directs staff responsible for the budget and financial application of forecasting and compiling projections of OCE's budget.
- initiatives, and to strategically manage the Office's resources. Serves as the technical advisor on the
- application of forecasting and compiling projections of OCE's budget.
- Plans and schedules work that promotes a consistent flow and even distribution to ensures effective use of organization resources to achieve organization goals and objectives and to meet the needs and requirements of customers.
- Manages and monitors projects and initiatives designed to improve office processes, development programs and employee's engagement.
- Advises senior staff and tracks emerging new trends and issues and optimal approaches for the transfer of regulatory requirements to industry.

- Manages and coordinates reviews and investigations of complaints and inquiries related to tobacco products and regulated industry.
- Directs the preparation of analyses of the impact of proposed changes to Agency laws and regulations which affect the functions, program segment(s), and activities of the CTP.
- Directs the preparation, clearance, and finalization of Center responses to inquiries covering all aspects of the OCE program segment(s), functions, and activities.
- Develops and executes research to improve the Center's ability to link compliance activities and outputs to public health outcomes.

Desired Knowledge and Skills:

- Knowledge of legislation, regulations, and guidance affecting FDA's Center for Tobacco Products.
- Excellent oral and written communication skills.
- Excellent organization skills

The incumbent will also be responsible for the below supervisory duties:

- Organizational Management
- Program Management
- Resource Management

**Application Procedure:**

This Detail opportunity is open to:

- Qualified candidates at the GS-14 grade level.
- PHS Commissioned Corps Officers

Supervisory concurrence should be obtained before you apply to this Detail.

Interested applicants must submit a resume, recent copy of SF-50, supervisory concurrence, and a statement of interest via email to: [CTP-Recruitment@fda.hhs.gov](mailto:CTP-Recruitment@fda.hhs.gov)

Please enter **Detail CTP, OCE/DEPRM-Unclassified Duties** in the subject line of email

**Travel Expenses will not be paid.**

**Applications/resumes must be submitted by March 8, 2024.**

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