

**REIMURSABLE 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 Specialist, GS-1001-14**. Applicants and current employees at the GS 14 level are encouraged to apply. The Detail is available for a period of 120 days and may be extended. PHS Commissioned Corps Officers (O5/O6) may apply. No temporary promotion will be considered.

Bargaining Unit Status: Non-Bargaining Unit Position

Position: Supervisory Health Communications Specialist

Office/Duty Location: Remote (Anywhere in the U.S.)

Center for Tobacco Products
Office of the Center Director
10903 New Hampshire Ave, Bldg. 75
Silver Spring, MD 20993

Opening Date: March 28, 2024

Closing Date: April 3, 2024

Area of Consideration: CTP-Wide

The Center for Tobacco Products 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 position is ideal for someone who wants to gain experience serving in a critical leadership role in the organization and would enjoy the challenge of overseeing a variety of assignments related to the regulation of tobacco products. The incumbent will be involved with diverse communication announcements related to the science, regulatory review, and/or compliance mission of the Center.

Duties include:

The selected employee will serve as a Supervisory Health Communications Specialist (Deputy Division Director) in OHCE, Division of Regulatory Communications.

The duties may include:

- Manage and supervise division employees in the absence of the Division Director.
- Review and advise on public information materials, content and programs involving issues that are controversial or of significant public or Congressional interest, such as new regulations industry, premarket application decisions, and compliance and enforcement actions.

- Handle inquiries from media, elected officials, other government agencies, community organizations, and the public about CTP activities that could significantly affect public view.
- Formulate and interpret program-related policies; participate with the Division Director in overseeing development of key messages, questions and answers, news releases, and other original content for CTP-owned communication channels.
- Provide senior communications counsel with sound public affairs and regulatory communications advice to staff, as well as senior officials for major roll outs, center announcements, and key initiatives.
- Provide senior communications counsel on the strategy, development and execution of a strategic outreach program, including a robust conference exhibit program, partnerships, stakeholder meetings, and materials for the public.
- Provide advice/counsel regarding policies around style, readability, and consistency in all scripts, signage, and publications produced.
- Develop communication strategies to advance the goals and priorities of the office and center.
- Perform other duties as assigned.

Desired Knowledge and Skills:

- Excellent organizational skills.
- Skill in working collaboratively.
- Excellent oral and written communication skills.
- Ability to effectively plan and coordinate numerous projects.

Application Procedure:

Supervisory concurrence should be obtained before you apply to this Detail. The Detail opportunity is open to all candidates qualified at the GS-14 grade level or Commissioned Corps Officers (O5/O6).

Interested applicants should submit a copy of their resume, copy of transcripts, most recent copy of SF-50, and statement of interest via email to:

Please enter **Detail: CTP, OHCE, Supervisory HCS GS-1001-14 (March 2024)** in the subject line of e-mail.

Interested applicants should submit their documents via email to:

CTP-Recruitment@fda.hhs.gov.

Travel Expenses will not be paid.

Applications/resumes must be submitted by April 3, 2024.

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