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 an Unclassified Duties (Regulatory Health Information Specialist) GS-0601-15. The Detail is available immediately for a period up to 120 days. Applicants at the GS-15 are encouraged to apply. A temporary promotion will not be considered.

Bargaining Unit Status: Non-Bargaining Unit Position

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

Opening Date: **April 08, 2024**

Closing Date: **April 12, 2024**

Area of Consideration: CTP-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 managing data collection, data curation, data standards, data governance, and data quality management.

Duties include:
The detail will be located in the Immediate Office within the Division of Regulatory Science Informatics. The primary role of the IO is to provide oversight to the Division and 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:

- Provide guidance and directions to staff in performing acquisition and contract management functions to acquire products and professional services in support of regulatory information systems.
- Review acquisition packages to ensure quality, completeness, and conformity to best practices in writing effective acquisition documents that includes Statement of Works (SOW), Independent Government Cost Estimates (IGCE), and Acquisition Plans (AP).
- Mentor and develop new Contracting Office Representatives (CORs) to achieve higher COR certification levels and become productive and efficient in pre-award and post-award acquisition responsibilities.
- Provides advisory to a team of individuals who manage regulatory information systems that support tobacco product review, mastery 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.
- Provides advisory 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.
- Facilitates rapid response executive care, training, requirements gathering, software procurement, IT portfolio management, reporting, policy management, business analysis and other customer service support activities to Office staff.
- 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:

- FAC-COR Level 3 Certification
- 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.
- Advanced knowledge and skill of SharePoint, or similar platforms, to facilitate collaborative efforts and knowledge management including, but not limited to, developing, managing content and testing functionality to provide direct, hands-on support of CTP's SharePoint sites for scientific review programs and related activities.
- 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.
- Complete and thorough knowledge of legislations and regulations affecting the Center's and FDA's review process.
- 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.

Application Procedure:

This detail opportunity is open to all qualified candidates at the GS-15 grade level or

Commissioned Corps Officers equivalent. A temporary promotion will not be available. Interested applicants should submit a copy of their resume, transcripts, most recent copy of SF-50 (Notification of Personnel Action) that identifies your current pay plan, series, grade, full performance level, and time in grade, and a statement indicating the reason for interest in being considered for this detail via email to:

CTP-Recruitment@fda.hhs.gov
Center for Tobacco Products, FDA

Please enter **Detail: CTP, OS, DRSI – Unclassified Duties (RHIS) GS-0601-15** in the subject line of e-mail.

Detail is reimbursable.
Travel Expenses will not be paid.

Candidates must express interest by April 12, 2024.

Supervisory concurrence is required to apply to this position.

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