

**REIMBURSABLE DETAIL OPPORTUNITY
CENTER FOR TOBACCO PRODUCTS**

The Center for Tobacco Products (CTP), Office of the Center Director (OCD) is offering a reimbursable Detail opportunity for a Special Assistant, GS-0301-14. Applicants at the GS-13 and GS-14 level are encouraged to apply. The Detail is available immediately for a period not to exceed 120 days. U.S. Public Health Service Commissioned Corps Officers are encouraged to apply. A temporary promotion may be considered.

Position: Special Assistant, GS-0301-14

Bargaining Unit Status: Bargaining Unit Position

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: April 18, 2024

Closing Date: May 1, 2024

Area of Consideration: CTP-Wide

CTP's mission is to protect the public health of the U.S. population from tobacco-related death and disease by comprehensively regulating the manufacture, distribution, and marketing of tobacco products; educating the public, especially youth, about the dangers of using tobacco products; and promoting and supporting strategies that ensure an equitable chance at living a healthier life for everyone. CTP does this by implementing the Family Smoking Prevention and Tobacco Control Act which provides FDA with the authority to regulate the manufacture, marketing, and distribution of tobacco products.

This position serves as a Special Assistant to the Center Director and Deputy Center Director for CTP. The incumbent is recognized as an expert analyst in performing a wide range of difficult and confidential operational and programmatic duties.

Major Duties:

The selected candidate will serve in OCD. Duties include:

- Identifies urgent, high priority items and ensures timely resolution.
- Provides a thorough review of documents submitted to OCD (e.g., background materials for meetings, petitions, memoranda, Federal Register documents) and provides the Center Director, Deputy Center Director, and other key personnel with guidance and interpretations

on Center/Agency activities, pending policy matters, and implications of current activities for the Center's programs.

- Analyzes and compiles information pertaining to significant Agency or CTP Office activities and provides it to the Center Director, Deputy Center Director, and other key staff to assist in appropriate decision making.
- Represents the Center Director and Deputy Center Director in communications with other parts of the Center and Agency. This includes conveying OCD Senior Leadership's comments and clearance of a wide variety of documents.
- Tracks and ensures timely completion of tasks.
- Serves as a liaison to the Commissioner's Office for Special Projects.
- Proactively interacts with the Center Director, Deputy Center Director, CTP Office Directors, and senior FDA staff, keeping abreast of the activities of the Center, the Agency, other HHS agencies, other agencies within the Federal govt., Congress, foreign governments, international organizations, academia, industry, press, and professional organizations.
- Coordinates the attendance of the Center Director and Deputy Center Director at meetings on a broad range of issues.
- Prepares talking points and other materials for the Center Director and Deputy Center Director.
- Manages the planning for Center-wide all-hands meetings.
- Coordination of Freedom of Information Act requests for OCD.
- Performs other duties as assigned.

Desired Knowledge and Skills:

- Outstanding communication skills and ability to communicate effectively orally and in writing.
- Exceptional interpersonal skills and ability to convey a wide range of complex information to different audiences.
- Ability to identify any substantive or other issues associated with work products submitted to OCD and make sound recommendations to resolve problems in a productive manner.
- Expert knowledge of the Tobacco Control Act and CTP regulations and policies. Comprehensive knowledge of laws, regulations, procedures, and precedents that govern the activities of the office and FDA sufficient to provide expert advice, guidance, and recommendations.
- Ability to prepare and present material on sensitive, controversial, complex issues, and the ability to assess the external environment in which decisions are made and implemented.
- Ability to anticipate, recognize and respond to emerging issues and assume responsibility for prioritizing work and resolving conflict.
- Ability to work in fast-paced environment with short timelines, handle multiple projects and changing priorities.

Application Procedure: Supervisory concurrence should be obtained before you apply to this Detail. Interested applicants should submit a resume or CV, statement of interest, 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. The Detail opportunity is open to all candidates qualified at the GS-13/14 grade level or Commissioned Corps Officers (O-4/O-5).

Please enter **Detail: Special Assistant GS-0301-14 (April)** 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 May 1, 2024.

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