

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 an Unclassified Duties (Supervisory Health Communication Specialist, GS-1001-14). Applicants and current employees at the GS13 and GS14 levels 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. There is no temporary promotion available for this detail.

Bargaining Unit Status: Non-Bargaining Unit Position

Position: Unclassified Duties
(Supervisory Health Communications Specialist)

Office Location: REMOTE

Opening Date: May 15, 2024

Closing Date: May 21, 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 on Unclassified Duties (Supervisory Health Communications Specialist) in OHCE, Division of Regulatory Communications, Strategic Communications Team #3.

The duties may include:

- Lead an integrated team of communications professionals with diverse backgrounds and skills.
- Lead and collaborate across teams in the planning, implementation, and management of major, complex regulatory and non-regulatory public health communication programs and processes.
- Advise senior leadership on strategic communications objectives.
- Oversee and manage creative development of strategic communication content to ensure the Center's branding and identity standards are met for all branded materials and clearance processes are followed.

- Review and certify that all communications materials developed are accurate and will meet the needs of a variety of stakeholders (e.g., public, media, partner organizations, etc.).
- Ensure communication efforts are consistent with Office and Center priorities.
- Oversee issues management to ensure development of accurate, timely, and reliable messages for the 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 GS13 and GS14 grade levels 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:

Rebecca (Michele) Martin
Program Analyst
Office of Management
Center for Tobacco Products, FDA
Rebecca.Martin@fda.hhs.gov

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

Detail is reimbursable.
Travel Expenses will not be paid.

Candidates must express interest by May 21, 2024.

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