

**REIMBURSABLE DETAIL**  
**Center for Tobacco Products**  
**Office of Science**

The Center for Tobacco Products, Office of Science, Division of Research and Knowledge Integration, Evaluation Branch is offering a detail opportunity to Unclassified Duties (equivalent to Branch Chief GS-0101-14, or GS-0601, or GS-0110-14). Applicants at the GS- 14 level or Commissioned Corps officers (O5, O6) are encouraged to apply. The Detail is available immediately for a period of 120 days. A temporary promotion will not be considered.

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

**Position:** Unclassified Duties

**Office Location:** FDA  
Center for Tobacco  
Products Office of Science  
Silver Spring, MD 20993

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

**Opening Date:** May 21, 2024

**Closing Date:** May 28, 2024

**Area of Consideration:** CTP-Wide

The CTP/OS/Division of Research and Knowledge Integration, Evaluation Branch 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 have a critical role in the organization and would enjoy the challenge of handling a variety of assignments related to the regulation of tobacco products.

**Duties include:**

- Supervises a staff of evaluation experts. Plans and schedules work to be accomplished by employees, sets and adjust long and short-term priorities and prepare schedules for completion of work when necessary
- Serves as Branch Chief and recommends resources (including personnel and fiscal resources) for policy and program evaluation projects.
- Develops policies and programs involving the most complex and highest priority policy and program matters affecting the regulations of the Center.
- Serves as the focal point for overall management and communication of issues related to tobacco control policy and program evaluation.

- Evaluates, initiates, formulates, plans and executes analytic evaluation projects pertinent to tobacco-related regulatory activities Efforts include specification of research questions; selection of the databases appropriate to the problem; development of a plan of analysis incorporating the appropriate evaluation techniques; execution of the analysis; and interpretation of dissemination of the findings
- Oversight of compiling, analyzing and reporting tobacco sales data and other data to support and inform tobacco regulatory activities.
- Oversight of monitoring and surveillance of tobacco marketplace trends, changing tobacco industry business practices, tobacco policies, and any tobacco related economic or industry developments affecting OS and CTP.
- Contributes to the writing of comprehensive technical and scientific reports based on findings from tobacco program and policy evaluation projects and provides expert advice and consultation to public health professionals, senior scientist, and management officials.

#### **Desired Knowledge and Skills:**

- Knowledge of a wide range of scientific methods, techniques, and developments (to include qualitative and quantitative approaches) as applied to the monitoring and evaluation of programs designed to improve public health.
- Skill in designing research studies, including process and/or outcome monitoring and evaluation studies designed to improve public health.
- Skills to include protocol development, design of measurement instruments, data collection, data management, data analysis and writing of reports and scientific articles.
- Knowledge of CTP mission, programs and organizational structures sufficient to collaborate with other CTP staff on public health issues and problems.
- Excellent organizational skills.
- Excellent oral and written communication skills.

#### **Application Procedure:**

Supervisory concurrence is required to accept a detail; it is NOT required to apply. The Detail opportunity is open to all qualified candidates at the GS-14 grade levels or Commissioned Corps Officers (O5/O6).

Please enter **Detail: CTP, OS EVAL \_ Unclassified Duties** in the subject line of e-mail.

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

Detail is reimbursable.