

**REIMBURSABLE 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 **UNCLASSIFIED DUTIES** (Supervisory Government Information Specialist), GS-0306-14. Applicants and current employees at the GS14 level are encouraged to apply. The Detail is available immediately for a period of 120 days. PHS Commissioned Corps Officers may apply. No temporary promotion will be considered.

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

Position: Unclassified Duties

Office Location: **Remote**

Center for Tobacco Products
Office of Health Communication and Education
10993 New Hampshire Ave
Silver Spring, MD 20903

Opening Date: **June 5, 2024**

Closing Date: **June 11, 2024**

Area of Consideration: **CTP-Wide**

CTP 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. OHCE is the central point for communication about CTP's activities, public education campaigns, and key messages to provide information about the regulation of tobacco products, the health risks associated with tobacco use, and the benefits of quitting or never starting to use tobacco.

Duties include:

The selected employee will serve as the Supervisor of the Freedom of Information Act (FOIA) Team, providing direction and leadership for the FOIA program, and ensuring the efficiency and quality of the services provided.

The duties may include:

- Plans and provides technical and administrative direction to subordinate employees performing the work and functions of the organization.
- Defines jobs and assigns work based on difficulty, staff workload, and the capabilities of employees.
- Defines technical work requirements and milestones; approves leave and executes other administrative supervisor requirements.
- Serves as focal point for evaluating CTP employees and contractors who perform FOIA work.

- Provides oversight to ensure CTP complies with the FOIA, HHS' FOIA regulations, policies, and procedures, Department of Justice (DOJ) and the Office of Management and Budget (OMB) guidance, and related laws and Executive Orders.
- Ensures FOIA responses are legally sound, accurate, and timely to meet the goals and requirements for a citizen-centered and results-oriented FOIA program and to counsel CTP's management officials on the formulation and articulation of an overall approach to FOIA issues.
- Oversees the collection, organization, and analysis of qualitative and quantitative data needed for statistical reporting and manages and monitors the development, analysis, and enhancement of databases for statistical evaluation.
- Briefs leadership on controversial and sensitive requests; reviews incoming requests; coordinates with other offices and the FDA FOIA Officer where appropriate to ensure consistency in document releasability and responses.
- Additional duties as assigned.

Desired Knowledge and Skills:

- Excellent organizational skills.
- Skill in working collaboratively.
- Excellent oral and written communication skills.

Application Procedure:

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

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

CTP-Recruitment@fda.hhs.gov

Please enter **Detail: UNCLASSIFIED DUTIES (Supervisory Government Information Specialist) (JUNE)** in the subject line of e-mail.

Detail is reimbursable.

Travel Expenses will not be paid.

To be considered for this opportunity, all requested documentation must be submitted by the date this announcement closes, **FRIDAY, JUNE 11, 2024.**

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