

REIMBURSABLE DETAIL/TEMPORARY PROMOTION OPPORTUNITY
CENTER FOR TOBACCO PRODUCTS
OFFICE OF MANAGEMENT

The Center for Tobacco Products, Office of Management is offering a Detail opportunity for an IT Project Manager, GS-2210-13. PHS Commissioned Corps officers are encouraged to apply. The Detail is available immediately for a period of 120 days. A temporary promotion may be offered for this detail.

Bargaining Unit Status: Bargaining Unit Position

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

Office Location: Food and Drug Administration (FDA)
Center for Tobacco Products (CTP)
Office of Management (OM)
Information and Technology Staff (ITS)
10903 New Hampshire Avenue
Silver Spring, MD 20993

Opening Date: 09/09/2024

Closing Date: 09/20/2024

Area of Consideration: Open to all career or career-conditional FDA employees

On June 22, 2009, the President signed the Family Smoking Prevention and Tobacco Control Act (Tobacco Control Act) (Public Law 111-31) into law. The Tobacco Control Act granted FDA important new authority to regulate the manufacture, marketing, and distribution of tobacco products to protect the public health generally and to reduce tobacco use by minors. To carry out this responsibility, FDA established the Center for Tobacco Products (CTP).

Major Duties:

The incumbent will be responsible for but not limited to:

- Serves as an IT Project Manager and/or supports IT Project Managers (PMs) in providing IT products and/or services to CTP stakeholders.
- Serves as a Contracting Officer Representative (COR) for various CTP IT initiatives.
- Provides government oversight to contractors for IT projects, monitoring and reporting on contractor performance.
- Plans and executes all facets of project management to include day-to-day management and oversight of multiple, concurrent IT projects.
- Maintains a thorough understanding of assigned project(s), i.e., technology, interface(s), and ability to conduct demos.
- Develops various acquisition artifacts, e.g., Statements of Work (SOWs), Independent Government Cost Estimates (IGCEs), Acquisition Plans (APs) and evaluates vendor proposals, and evaluating vendor proposals.

- Collaborates with stakeholders in developing FY cost estimates for budget planning for products (e.g., hardware/software/licenses) and services (e.g., contractor support).
- Serves on FDA-wide and/or CTP specific review boards/working groups, providing input to the implementation and/or revision of FDA and/or CTP IT products, services and/or policies.
- Designing and managing systems that meet current and future business requirements and apply and extend, enhance, or optimize the existing architecture.
- Provides written and/or verbal reports on project status, review boards, and working groups.

Desired Knowledge and Experience:

- Managing IT projects from initiation to closeout, ensuring adherence to the Enterprise Performance Lifecycle (EPLC)
- Managing and mitigating project risks
- Stakeholder management
- Reviewing and approving project artifacts

Additional Information:

This Detail opportunity is open to:

- Qualified candidates at the GS-13 grade level.
- Qualified candidates at the GS-12 grade level that have not previously held a temporary promotion position within the last 12 months.
- Public Health Service Commissioned Corps Officers.

Applicants with one year of specialized experience at the GS-12 level who meet the basic qualifications of the position may be eligible for temporary promotion.

Application Procedure:

Supervisory concurrence is required to accept a detail; however, it is **NOT** required to apply.

Interested applicants must submit a resume, recent copy of your SF-50, and a statement of interest via email to:

CTP-Recruitment@fda.hhs.gov

Please enter: **Detail: CTP, OM IT Project Manager, GS-13** in the subject line of email.

Travel Expenses will not be paid. Detail is reimbursable.

Applications/resumes must be submitted by **September 20, 2024**.

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