

REIMBURSABLE DETAIL CENTER FOR TOBACCO PRODUCTS

The Food and Drug Administration (FDA), Center for Tobacco Products (CTP), Office of Regulations (OR) is offering a Detail opportunity to Unclassified Duties (equivalent to a Project Manager GS-12/13). Applicants at the GS-12/13 grade levels are encouraged to apply. PHS Commissioned Corps Officers may apply. The Detail is for a period of up to 120 days. **A temporary promotion will not be considered.**

Bargaining Unit Status: Bargaining Unit Position

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

Office Location: Food and Drug Administration
Center for Tobacco Products
Office of Regulations
10903 New Hampshire Avenue
Silver Spring, MD 20993

Area of Consideration: FDA Employees

Opening Date: September 9, 2024

Closing Date: September 20, 2024

On June 22, 2009, the Family Smoking Prevention and Tobacco Control Act (Tobacco Control Act) (Public Law 111-31) was signed 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 CTP.

Major Duties will include:

- Serves as the project manager for a number of office projects. As such, managers projects to include their development, design, and implementation. Some assignments maybe on an emergency basis.
- Works with all members of the review team (scientific, regulatory, and management) to develop project plans and documentation, including setting timeframes, milestones and an agreed upon endpoint.
- Suggests areas for improvement in internal team processes along with formal proposals for possible solutions. Thoughtfully researches and develops possible solutions for consideration and champions the implementation of the solutions.
- Develops new models and provides assistance to the team concerning resolution of changing and opposing priorities, and changes in procedures to facilitate accomplishment of team deliverables.
- Develops reports, graphs, charts, and summaries for senior-level analysts and management officials that address the effectiveness of program and services

Desired Knowledge and Skills:

- Knowledge and skill to represent the project by presenting, delivering briefing, explaining and justifying recommendations and negotiating solutions to complex issues.
- Knowledge of the major issues, program goals and objectives, substantive work processes and program operations of the organization.
- Knowledge and skill in planning, scheduling, and conducting projects to facilitate workflow and meeting deadlines of each assignment.
- Knowledge of a Project Management database to establish a project plan for each project.
- Excellent oral and written communication skills.
- Excellent organizational skills.
- Experience with Microsoft Excel and SharePoint

Application Procedure:

The Detail opportunity is open to all qualified candidates at the GS-12/13 grade levels or Commissioned Corps Officers.

Supervisory concurrence is required in order to accept a Detail; it is not required to apply.

Interested applicants must submit a resume, most recent copy of SF-50, and statement of interest to: CTP-Recruitment@fda.hhs.gov

Please enter Detail: CTP, OR- Unclassified Duties (Project Manager, GS-12/13) in the subject line of email.

Relocation expenses will not be paid.

Applications/resumes must be submitted by Friday, September 20.

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