U.S. FOOD & DRUG ADMINISTRATION

Center for Tobacco Products

CTP Title 42 U.S.C. 209 (f) Job Opportunity Announcement

The Food and Drug Administration's (FDA) Center for Tobacco Products (CTP) is a national leader in protecting and promoting public health. CTP is responsible for carrying out the Family Smoking Prevention and Tobacco Control Act, which Congress passed in 2009. This law—commonly called the Tobacco Control Act—gives us broad authority to regulate the manufacturing, distribution, and marketing of tobacco products.

Office: ***CTP/Office of Science***

Information: This is an Excepted Service position under Title 42. This position will be filled as a Title 42 209 (f) appointment. This appointment does not confer entitlement to a position in the competitive service and not entitlement to Merit Systems Protection Board (MSPB) appeal rights. *(Appropriate for employees in occupational group 0601). FDA employees equivalent to the GS-15 level or higher, SBRBPAS, T42(f) including PHS Commissioned Corps Officers are encouraged to apply).*

Position/Series/Grade: Associate Director for Research, RF-0601-00

Salary: Commensurate with experience and education

Area of Consideration: Applications will be accepted from all qualified candidates.

Open Period: 12/6/2024-12/20/2024

Duty Location: Silver Spring, MD (Telework-eligible)

BUS: *Non-Bargaining Unit Position*

Note: A one-time Relocation or Recruitment incentive may be offered.

Duties of the Position: As Associate Director for Research this role provides advice and guidance on coordinating and implementing research and scientific management programs and is responsible for managing CTP's tobacco regulatory research program, which addresses a broad range of scientific topics. The position also offers expertise in tobacco regulatory science and research administration in collaboration with CTP staff, the FDA, and other departmental agencies.

- Supervises a team of experts in research coordination and science management. Responsible for organizing and managing research budgets and funding, developing research policies and procedures, and conducting research reviews to support tobacco regulatory science.
- Directs and facilitates activities to advance and maintain the tobacco regulatory science research program.
- Coordinates research and scientific management planning and execution, identifying gaps in tobacco regulatory research and determining mechanisms for addressing complex research questions and regulatory policies.

- Serves as a Center authority on research funding and scientific dissemination, providing expertise in administration, design, operations, and analyses to inform CTP's regulatory priorities and decision-making.
- Serves as a lead of work teams to analyze issues affecting OS/CTP regulatory science and policies, preparing recommendations based on findings.
- Reviews and clears highly technical research and regulatory documents for scientific accuracy, interpretation, agency positioning, and appropriate representation of FDA's tobacco regulatory authorities.
- Presents comprehensive technical reports and policies based on findings from tobacco regulatory science research to diverse audiences, including regulated industry, government officials, public health organizations, and the tobacco control research community.
- Identifies and analyzes issues, problems, and challenges facing the research program, providing expert advice and assistance for public health projects or studies with epidemiologists, behavior scientists, pharmacologists, chemists, toxicologists and other public health and science professionals.
- Oversees the development and implementation of scientific information organization and dissemination programs, including scientific seminar series, work groups, poster sessions, publications, peer-reviewed journals, summaries, manuscripts, and special reports.
- Represents CTP in Agency, departmental, interdepartmental, and non-governmental organizational meetings, and committees, with full knowledge of policy and OS/CTP/FDA research program priorities.

Required Basic Qualifications:

To qualify as Associate Director for Research, you must:

1. Be a US Citizen, Permanent Resident, or Non-Citizen with residency status in the US, three (3) out of the last five (5) years.

2. Have a Ph.D., M.D., D.V.M., D.D.S., D.M.D., Sc.D., or other research doctoral degree widely recognized in U.S. academe as equivalent to a Ph.D. in either of the following:

   Series 601:

   Bachelor's or graduate/higher level degree: major study in an academic field related to the medical field, health sciences or allied sciences appropriate to the work of the position. This degree must be from an educational program from an accrediting body recognized by the U.S. Department of Education(external link) at the time the degree was obtained.

   Foreign Education: If you are using education completed in foreign colleges or universities to meet the qualification requirements, you must show that the education credentials have been evaluated by a private organization that specializes in interpretation of foreign education programs and such education has been deemed equivalent to that gained in an accredited U.S. education program; or full credit has been given for the courses at a U.S. accredited college or university. For further information, visit: http://www.ed.gov.

In addition, Qualified applicants must demonstrate specialized experience at the same grade as this posting to be considered for this opportunity. In order to qualify, resumes must clearly demonstrate experience in the context of the specialized experience below:

Specialized Experience: Applicants must have specialized experience performing the following: To be qualified for this position, candidates must have a doctoral-level degree from an accredited institution of higher learning, such as a Ph.D., M.D., D.D.S., Sc.D., or another research-focused doctoral degree, widely recognized in U.S. academia as equivalent to a Ph.D. The degree must be in a major field of study relevant to the medical field, health sciences or allied sciences appropriate to the work of the position. Candidates must have senior level experience in coordinating research and scientific management planning and execution, conducting research reviews, and developing and/or implementing research policies and procedures of public health-related matters. This experience must be evidenced by sophisticated analytical skills, superior written and oral communication skills, good judgment, and experience in interacting with government and non-government officials. Typically, experience of this nature is gained at or above the GS-15 grade level in the Federal service, or its equivalent with state or local government, the private sector, or nongovernmental organizations. At this level, you would have typically been responsible for planning, directing, and evaluating work that included managing and/or supervising other managers. You must demonstrate in your résumé, significant achievements, increasing levels of responsibility as a manager, and a solid record of successful professional performance.

Application Procedures: To be considered for this opportunity, candidates **must** submit a CV or resume narrative addressing the qualification requirements, cover letter, transcripts (unofficial copies are sufficient for the application process), *and a copy of their SF-50 (*Notification of Personnel Action) identifying the pay plan, series, grade and tenure, electronically to: *OO-OHR-ER-Recruiter@fda.hhs.gov* with the subject line, "Associate Director for Research". All applications and required documentation must be received by **11:59 p.m. (EST) on 12/20/2024.**

Conditions of Employment:

1. A one-year probationary period may be required.
2. Candidate must be a U.S. Citizen, Permanent Resident, or Non-Citizen with residency status in the US, three (3) out of the last five (5) years.
3. If selected, official transcripts will be required.
4. An OGE-450 Financial Disclosure statement may be required: Please be advised that this position may be subject to FDA's prohibited financial interest regulation and may require the incumbent of this position to divest of certain financial interests. Applicants are advised to seek additional information on this requirement from the hiring official before accepting this position.

Ethics Pre-Clearance required: This position is subject to strict prohibited financial interest regulations which could restrict the type of financial interest (stock holdings) for the employee, the spouse, and minor children of the employee. Selectee for this position will be required to file a Confidential Financial Disclosure Report (OGE 450) and may require the selectee to obtain clearance from the FDA Division of Ethics and Integrity before a final offer can be made. For additional information on the prohibited financial interests, please visit the FDA Ethics and Integrity Office website at http://www.fda.gov/AboutFDA/WorkingatFDA/Ethics/default.htm

Security and Background Requirements: If not previously completed a background security investigation will be required for all appointees. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements may be grounds for appropriate personnel action. In addition, if hired, a background security investigation or supplemental investigation may be required at a later time. Applicants are also advised that all information concerning qualification is subject to investigation. False representation may be grounds for non-selection and/or appropriate disciplinary action.

Reasonable Accommodations

FDA provides reasonable accommodations to applicants/employees with disabilities. If you need accommodations for any part of the application process, please visit the *FDA Reasonable Accommodations & Accessibility* page.

The decision to grant reasonable accommodations is made on a case-by-case basis. The FDA actively encourages people with disabilities to apply for vacancies/developmental assignments with FDA.

Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

To learn more, please consult the following resources:

- *Equal Employment Opportunity (EEO) office at OPM*
- *Office of Equal Opportunity*