

REIMURSABLE DETAIL
FDA Center for Tobacco Products

The Food and Drug Administration (FDA), Center for Tobacco Products (CTP) is offering a Detail opportunity for a Supervisory Health Communication Specialist, GS-1001-14. Applicants and current employees at the GS13 and GS14 levels are encouraged to apply. The Detail is available for a period of 120 days. PHS Commissioned Corps Officers (O5/O6) may apply. A Temporary Promotion may be considered.

Bargaining Unit Status: Non-Bargaining Unit Position

Position: Supervisory Health Communications Specialist

Office Location: FDA
Center for Tobacco Products
Office of the Center Director
White Oak, Building 75
10903 New Hampshire Ave
Silver Spring, MD 20993

Duty Location: Remote

Opening Date: January 6, 2025
Closing Date: January 13, 2025

Area of Consideration: CTP-Wide

The Center for Tobacco Products 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 gain experience serving in a critical leadership role in the organization and would enjoy the challenge of overseeing a variety of assignments related to the regulation of tobacco products. The incumbent will be involved with diverse communication announcements related to the science, regulatory review, and/or compliance mission of the Center.

Duties include:

The selected employee will serve as Supervisory Health Communications Specialist in the Office of Health Communication and Education (OHCE), Division of Regulatory Communications (DRC), Strategic Communications Team #3.

The duties may include:

- Leads an integrated team of communications professionals with diverse backgrounds and skills.
- Leads and collaborate across teams in the planning, implementation, and management of major, complex regulatory and non-regulatory public health communication programs and processes.

- Advises senior leadership on strategic communications objectives.
- Oversees and manage creative development of strategic communication content to ensure the Center's branding and identity standards are met for all branded materials and clearance processes are followed.
- Reviews and certify that all communications materials developed are accurate and will meet the needs of a variety of stakeholders (e.g., public, media, partner organizations, etc.).
- Ensures communication efforts are consistent with Office and Center priorities.
- Oversees issues management to ensure development of accurate, timely, and reliable messages for the Center.
- Performs other duties as assigned.

Desired Knowledge and Skills:

- Excellent organizational skills.
- Skill in working collaboratively.
- Excellent oral and written communication skills.
- Ability to effectively plan and coordinate numerous projects.

Application Procedure:

Supervisory concurrence should be obtained before you apply to this Detail. The Detail opportunity is open to all candidates qualified at the GS13 and GS14 grade levels or Commissioned Corps Officers (O5/O6).

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

Interested applicants should submit the documents via email to: CTP-Recruitment@fda.hhs.gov.

Please enter **Detail: CTP, OHCE, Supervisory HCS GS-1001-14 (January 2025)** 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 announcement closing date, **Monday, January 13, 2025**.

THIS IS NOT AN OFFICIAL VACANCY ANNOUNCEMENT UNDER THE MERIT PROMOTION SYSTEM