

# Regulatory Health Project Manager

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## Description of Duties

Scientific members of multidisciplinary teams reviewing tobacco product submissions, and also designing, overseeing, and collaborating on research projects that contribute to the body of scientific evidence that informs the regulation of tobacco products. Managing CTP-sponsored tobacco research projects in fields including epidemiology, addiction, chemistry, toxicology, environmental, and social science. Reviewing tobacco product submissions. Planning and coordinating multidisciplinary workgroup activities supporting development of CTP policies and procedures preparing communications of scientific and administrative issues, and recommended regulatory actions. Coordinating and documenting internal Agency meetings and meetings with stakeholders. Performing library and document research of technical and scientific publications.

## Qualifications

- A successfully completed a full four-year course of study at an accredited college or university leading to a bachelor's or higher degree with a major study in an academic field related to health sciences or allied sciences appropriate to the work of the position. A combination of education (coursework equivalent to a major) and experience may be considered.
- U.S. citizenship is required.

## Education

An official transcript, unofficial transcript, or a list including courses, grades earned, completion dates, and quarter and semester hours earned may be required. 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, click on: [foreign education](#).

*Note: Please review each grade announcement for the specific qualifications and specialized experience.*

**Grade (Salary) Level**

Federal General Schedule (GS) grade levels at which Regulatory Health Project Managers are commonly filled are:

- GS-07 through GS-14 ( \$44,941.00 to \$145,629.00 / Per Year)

**Geographic Location**

Regulatory Health Project Managers are located at FDA headquarters in Silver Spring, MD