

REIMBURSABLE/TEMPORARY PROMOTION DETAIL
FDA Center for Tobacco Products

The Food and Drug Administration (FDA) Center for Tobacco Products (CTP) is offering a Detail opportunity for a **Program Analyst GS-0343-13**. Current HHS employees at the GS-12 and GS-13 levels are encouraged to apply. The detail is available immediately for a period of 120 days. PHS Commissioned Corps Officers may apply. A temporary promotion may be considered.

Bargaining Unit Status: Bargaining Unit Position

Position: Program Analyst

Office Location: FDA
Center for Tobacco Products
10993 New Hampshire Ave
Silver Spring, MD 20903

Opening Date: **July 11, 2017**
Closing Date: **July 31, 2017**

Area of Consideration: HHS-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 have a critical role in the organization and would enjoy serving as an analyst, evaluator, and advisor to management on the effectiveness, efficiency, and productivity of editorial and digital program operations and development of business intelligence solutions in support of the U.S. Food and Drug Administration's regulation of tobacco products.

Duties include:

The selected employee will serve as a Program Analyst in the Office of Health Communication and Education, Division of Health, Scientific, and Regulatory Communication, Editorial & Digital Strategy and Services Team.

The duties may include:

- Working with program leadership to develop detailed plans, goals, and objectives for long-range implementation and criteria for evaluating the effectiveness of the program;
- Identifying best practices and advising management on how they could be adopted across the program;
- Analyzing issues, problems, and challenges facing the program and formulating courses of action for resolving them;
- Developing, selecting, adapting, and employing qualitative and quantitative methods, procedures, and systems for assessing program effectiveness and progress toward fiscal year goals and objectives;
- Developing analytical/operational reporting and data solutions by translating business requirements into data mapping specifications, reports, visualizations, and dashboards and conveying program results and recommendations;
- Supporting research or other programmatic activities by performing work such as literature searches, synthesis of information, and compiling data from numerous sources;

- Leading efforts to automate program functions and processes and developing business intelligence and information systems to track and disseminate information about the program; and
- Liaising with the contracting officer representative on administrative contracts and task orders.

Desired Knowledge and Skills:

- Excellent researching and problem-solving skills, including the ability to analyze, compare, and evaluate, when issues arise.
- Proficient quantitative and qualitative analysis skills.
- Deep understanding of business intelligence and working experience with various tools (e.g., Tableau) and their components, preferred.
- Ability to grasp data and business issues and drive them to successful resolution.
- Capacity to learn new technology that will work with current tools, platforms, and systems.
- Ability to prioritize and execute multiple projects and tasks in a high-pressure environment.
- Ability to collaborate effectively with internal teams and contractors while maintaining contacts and relationships, even when faced with resistance to goals/strategies.
- Strong verbal and written communication and interpersonal skills.
- Experience with business processes development and implementation.

Application Procedure:

Obtain supervisory concurrence before you apply to this detail. The detail opportunity is open to all candidates qualified at the GS-12 and GS-13 grade levels or Commissioned Corps Officers.

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

Amanda Clatterbaugh
Program Analyst
Office of Management, Center for Tobacco Products, FDA
Amanda.Clatterbaugh@fda.hhs.gov

Detail is reimbursable.

Travel Expenses will not be paid.

Candidates must express interest by July 31, 2017

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