

REIMBURSABLE DETAIL
Center for Tobacco Products
Office of Science

The Center for Tobacco Products, Office of Science is offering a detail opportunity for **Program Analyst, GS-343-14**. Applicants at the GS-13 and GS-14 levels are encouraged to apply. The Detail is available for a period of 120 days.

Bargaining Unit Status: Non-Bargaining Unit Position

Office Location: FDA
Center for Tobacco Products
10903 New Hampshire Ave
Silver Spring, MD 20993

Opening Date: **May 10, 2018**

Closing Date: **May 18, 2018**

Area of Consideration: **FDA-Wide**

The CTP Office of Science 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 the challenge of handling a variety of assignments related to the regulation of tobacco products.

Duties include:

The selected employee will serve as Program Analyst in the Office of Science, CTP, Regulatory Science and Policy Staff, Policy Branch, and will work closely with senior management, including the Science Policy Branch Chief and Team Lead, and other key members of the staff. S/he will advise and assist in defining, formulating and ensuring successful implementation and effectiveness of new programs, policies, and initiatives that meet the needs of OS's program objectives and functions. The Program Analyst is responsible for special assignments which frequently relate to the mission of OS/CTP/FDA. Duties include:

- Establishes and leads work teams (committees, task forces, work groups, etc.) to analyze a variety of issues which affect OS/CTP policies and prepares formal recommendations as a result of their work.
- Provides comments on proposed legislation which will have an impact on OS/CTP.
- Provides counsel and guidance on the implications of proposed OS policies to ensure that these policies are in keeping with Departmental, FDA and CTP policies.
- Provides authoritative and professional consultative services to other CTP and FDA components, and other Government agencies as needed. Works to achieve consistent policy approaches.
- Performs special assignments that are often on an emergency basis and of complex mission-oriented nature.

Desired Knowledge and Skills:

- Knowledge of the mission, goals, objectives and policies of CTP to address program priorities and operational management needs.
- Broad understanding of the Federal Food, Drug and Cosmetic Act and implementing regulations at Title 21 CFR, related to CTP-regulated products and the ability to interpret Federal laws, FDA, and Department regulations, and guidelines pertaining to operational management issues and programs.
- Skill to plan, organize and direct team studies.
- Mastery of program analysis and evaluative tools and techniques.
- Skill in analyzing problems, planning and coordinating activities to be carried out by diverse organizations and personnel engaged in developing or revising regulations and regulatory science policies and procedures.
- Skill in working collaboratively; excellent interpersonal skills
- Excellent oral and written communication skills.

Application Procedure:

The detail opportunity is open to all qualified candidates at the GS-13 and GS-14 grade level or Commissioned Corps officers. A temporary promotion may be available.

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

Gretchen Winand
Program Analyst
Office of Management, Center for Tobacco Products, FDA
Gretchen.Winand@fda.hhs.gov
240-402-4053

Detail is reimbursable.
Travel Expenses will not be paid.

Candidates must express interest by May 18, 2018.

Supervisory concurrence is required in order to accept a detail; it is NOT required to apply.

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