

REIMBURSABLE DETAIL
Center for Tobacco Products

The Center for Tobacco Products (CTP), Office of Management is offering a Detail opportunity for a **Management Analyst, GS-0343-13**. Current HHS employees at the GS-12/13 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: Management Analyst

Office Location: FDA
Center for Tobacco Products
White Oak
Silver Spring, MD 20993

Opening Date: **May 2, 2018**
Closing Date: **May 15, 2018**

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 serve as a Management Analyst in the Office of Management (OM). The incumbent will serve as a Management Analyst within the Management Analysis Team that provides government oversight of CTP's Document Control Center and serves as the lead for the Center's Records Management Program.

Duties include:

The selected employee will serve as a Management Analyst within the Management Analysis Team in the Office of Management that has strong analytical, project/program management, and communication skills.

The duties may include:

- Planning and executing all facets of project management to include day-to-day management and oversight of a document control center which manages the regulatory submissions and associated documents for the Center.
- Serving as the Point of Contact (POC) for providing government oversight to contractors, monitoring and reporting on contractor performance.
- Serving as the Center's records management liaison for the organization and providing records management guidance to Center staff.
- Reviewing and approving contract deliverables and contract invoices.
- Assisting with the development of acquisition packages, e.g. statements of work (SOWs) and independent government cost estimates (IGCEs).
- Additional duties as assigned.

Desired Knowledge and Skills:

- Mastery in the analysis and application of wide range of qualitative and/or quantitative methods for assessment and improvement of program effectiveness and improvement of complex management processes and systems.
- Knowledge of records management principles.
- Excellent project/program management skills.
- Skill in working collaboratively and maintaining effective working relationships.
- Excellent oral and written communication skills.

Application Procedure:

Supervisory concurrence should be obtained before you apply to this Detail. The Detail opportunity is open to HHS candidates qualified for the GS -12 and GS-13 grade level 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 May 15, 2018

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