

REIMBURSABLE DETAIL
Center for Tobacco Products

The Center for Tobacco Products, Office of Science is offering a Detail opportunity for an Unclassified Duties (Management Specialist) position. Applicants and current employees at the GS-11 and GS-12 level are encouraged to apply. The Detail is available immediately for a period of 120 days. PHS Commissioned Corps Officers may apply. A temporary promotion will not be considered.

Bargaining Unit Status: Bargaining Unit Position

Position: Unclassified Duties

Office Location: FDA
Center for Tobacco Products
Calverton Building
11785 Beltsville Drive
Beltsville, MD 20705

Opening Date: **April 22, 2019**

Closing Date: **May 3, 2019**

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 want to make a difference to improve public health. The position is ideal for someone who wishes to play a critical role in the organization and would enjoy the challenge of handling a variety of fast-paced and high-impact assignments.

Duties Include:

The incumbent serves as a Management Specialist in the Office of Science (OS) responsible for providing a variety of budget analysis functions to support operation of OS in support in the CTP. .

The incumbent of this position will perform several duties as described in the following:

- Provides effective coordination/communication as an office liaison with the CTP OM.
- Keep staff and management abreast of changes to procedures and processes regarding timekeeping, travel and general office policies.
- Provides guidance, technical support and assistance to the Office managers and staff members on financial services.

- Collaborate with the Supervisory Management Specialist in creation of office budget and the reconciliation of the weekly budget report, month end close out and year end close out.
- Analyzes costs/benefits of accomplishing work in-house or contracting and makes recommendations based on findings.
- Provides technical input on request for bid. Determines whether contractor performed work meets standards of adequacy for payment.
- Assist in planning and carrying out management support activities that require planning, coordination, management and evaluation.
- Discusses pertinent issues with operating personnel to determine the impact on current operations.
- Assists with the establishing of and preparing administrative policies and procedures or implementation throughout the office.
- Provides advice and guidance on the interpretation and application of administrative directives and instructions.
- Implements new or modified guidelines, work processes and operations to improve the effectiveness, efficiency, or timeliness of work processes and information dissemination.
- Performs other duties as assigned.

Desired Knowledge and Skills:

- In-depth knowledge and expertise in a variety of administrative policies and procedures that come with providing administrative management and support services.
- Understanding of the principles and techniques of management and a combination of a wide range of knowledge of qualitative and or quantitative methods to increase productivity to improve processes and to improve existing programs relating to the immediate mission of the Office.
- Knowledge of the budgetary process to assist management in the formulation and presentation of the Office's budget.
- Knowledge of interpersonal relationship skills to establish and maintain effective and diplomatic working relations with Agency representatives while working on projects.
- Knowledge of analytical tools and techniques as well as excellent MS Excel expertise which enables incumbent to analyze and evaluate the efficiency and effectiveness of programs.
- Strong collaboration skills.
- Ability to communicate effectively both orally and in writing.

Application Procedure:

Supervisory concurrence should be obtained before you apply to this Detail. The Detail opportunity is open to all qualified candidates at the GS-11/12 grade level or Commissioned Corps Officers (O3).

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

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

Detail is reimbursable.
Travel Expenses will not be paid.

Candidates must express interest by May 3, 2019.

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