

REIMBURSABLE DETAIL
Center for Tobacco Products
Office of Science

The Center for Tobacco Products (CTP), Office of Science (OS) is offering a detail opportunity to **Unclassified Duties** (equivalent to a Program Analyst at the GS-13). The Detail is available immediately for a period up to 120 days. Applicants at the GS-13 are encouraged to apply.

Bargaining Unit Status: Bargaining Unit Position

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

Opening Date: **April 17, 2019**

Closing Date: **April 30, 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 really want to make a difference and improve public health. This program analyst position is ideal for someone who wants to have a critical role in the organization and would enjoy the challenge of IT project management, strategic planning and system evaluations.

Duties include:

The detail will be located in the Immediate Office within the Division of Regulatory Science Informatics. The primary role of the division is to strategically develop IT solutions to support the regulatory and scientific reviews of tobacco products for the Office of Science. Duties for this position may include:

- Assists in leading the strategic planning, scheduling, facilitation, testing, implementation and closeout of the division's SharePoint projects.
- Conducts quality assurance activities for analysis and evaluation of software applications and SharePoint tools developed by employees and/or staff.
- Conducts market research on the development and modernization of technologies, tools and systems that may be applicable to the division and/or its stakeholders.
- Offers suggestions to improve quality and efficiency of software applications and SharePoint tools for the Office of Science.
- Fosters collaboration and communication within the teams, branches, Division of Regulatory Science Informatics and Office of Science.
- Provides direction and oversight over the system(s) for the receipt, triaging, assignment and tracking of projects and activities throughout the division.
- Performs other similar duties as assigned.

Desired Knowledge and Skills:

- Expert knowledge and experience in effectively leading, planning and managing projects and resources to accomplish a variety of concurrent activities.
- Expert knowledge of a wide range of analytical and evaluative theories, database analysis, methods and procedures applicable to evaluating the effectiveness of an IT system, tool or reporting mechanism and critical thinking to determine appropriate enhancements/improvements where necessary.
- Advanced knowledge and skill of SharePoint including, but not limited to, developing, managing content and testing function to provide direct, hands-on support of CTP's SharePoint sites for scientific review programs and related activities.
- Comprehensive, in-depth knowledge of the regulatory review process for the products regulated by the Center to identify the need for specific tools or IT support mechanisms.
- Complete and thorough knowledge of legislations and regulations affecting the Center's and FDA's review process.
- Excellent organizational skills, and effective communication skills both verbal and written.
- Ability to foster accountability and commitment to the mission of the Division.

Application Procedure:

This detail opportunity is open to all qualified candidates at the GS-13 grade level or Commissioned Corps officers equivalent. A temporary promotion is not be available.

Interested applicants should submit a copy of their resume, most recent copy of SF-50, and statement indicating the reason for interest in being considered for this detail via email to:

Gretchen Winand
Office of Management/Human Capital Team
Gretchen.Winand@fda.hhs.gov

Detail is reimbursable.
Travel Expenses will not be paid.

The employee will work from the CTP Office of Science duty station in Beltsville, MD.

Candidates must express interest by April 30, 2019.

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

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