

**REIMBURSABLE DETAIL/TEMPORARY PROMOTION OPPORTUNITY
CENTER FOR TOBACCO PRODUCTS**

The Center for Tobacco Products is offering a Detail opportunity for a position as a Lead Program Analyst, GS-343-14 (Acquisitions). PHS Commissioned Corps officers are encouraged to apply. The Detail is available immediately for a period of 90 days. A temporary promotion may be considered. All applicants must meet the time in grade (52 weeks) requirement to qualify for a temporary promotion. PHS Commissioned Corps Officers may apply.

Bargaining Unit Status: Non-Bargaining Unit Position

Office/Duty Location: FDA
Center for Tobacco Products
Office of Management
Acquisitions and Assistance Team
10903 New Hampshire Avenue
Silver Spring, MD 20993

Opening Date: 09/30/2019

Closing Date: 10/04/2019

Area of Consideration: CTP-Wide Career/Career Conditional Employees

On June 22, 2009, the President signed the Family Smoking Prevention and Tobacco Control Act (Tobacco Control Act) (Public Law 111-31) into law. The Tobacco Control Act granted FDA important new authority to regulate the manufacture, marketing, and distribution of tobacco products to protect the public health generally and to reduce tobacco use by minors. To carry out this responsibility, FDA established the Center for Tobacco Products (CTP).

Major Duties:

The selected employee will serve as a Lead Program Analyst in the Office of Management, Acquisitions and Assistance Team. Duties may include:

- Serve as the team leader of substantive mission-oriented programs and other project teams.
- Manage program activities including strategic planning, scheduling meetings, and preparing issue-based agendas and official records of meetings, and tracking overall status of the regulatory project.
- Assure timely completion of regulatory conflicts to avoid delays in achieving goals.
- Monitor and report on the status and progress of work.
- Maintains accurate records of inquiries and responses.
- Conducts research and analyze tobacco inspection data.

- Develops materials, such as slides, fact sheets, instruction documents, and other training materials, to support tobacco compliance and enforcement efforts
- Communicate accurately in writing and verbally when interacting with Program Coordinators and other parties regarding regulatory information.

Qualifying specialized experience includes:

- Knowledge of legislation, regulations, and guidance affecting FDA's Center for Tobacco Products.
- Solid foundation in preparing comprehensive reports.
- Excellent oral and written communication skills.
- Expert knowledge of Federal Acquisition Regulations (FAR)
- Responsible for developing complete packages to include, Inter Agency Agreements IAA's, Independent Government Cost Estimate (IGCE), Statement of Work (SOW), Acquisition Plan (AP), Advanced Acquisition Plan (AAP), HHS Strategy Documents, Completion of Justification for Full and Open (JOFOC), completion and monitoring of UDO's for that office, Responsible for completion of Contractor Performance Assessment (CPARS), Provide COI analysis, and may be called upon to perform COR duties
- Ability to provide training and mentoring to junior personnel

Application Procedure:

This detail opportunity is open to all qualified candidates at the GS-14 grade level and USPHS Commissioned Corps Officers that have not previously held a temporary promotion position within the last 12 months and to U.S. Public Health Service Commissioned Corps Officers.

Applicants with one year of specialized experience at the GS-13 level who meet the basic qualifications of the position may be eligible for temporary promotion.

More than one selection may be made.

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

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

Michele Quander

Michele.Quander@fda.hhs.gov

CTP Office of Management

AND

Rebecca Martin

Rebecca.Martin@fda.hhs.gov

CTP Office of Management

For questions about this position, please contact:

Patricia.Pemberton@fda.hhs.gov or George.Gonzalez@fda.hhs.gov

Travel Expenses will not be paid.

Applications/resumes must be submitted by 10/04/2019.

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