

**REIMBURSABLE DETAIL
Center for Tobacco Products**

The Center for Tobacco Products (CTP), Office of Science (OS), Division of Population Health Science (DPHS) is offering a Detail opportunity for a Program Analyst, GS 0343-12/13. Applicants and current employees at the GS-12 and GS-13 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 may be considered.

Bargaining Unit Status: Bargaining Unit Position

Position: Program Analyst

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

Opening Date: **October 07, 2019**
Closing Date: **October 18, 2019**

Area of Consideration: **CTP-Wide**

The CTP, OS, DPHS 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 Program Analyst is responsible for supporting broad administration and programmatic direction.

The incumbent performs a number of duties as described in the following:

- Expert knowledge of management and administrative goals, objectives, systems, regulations, guidelines, and processes.
- Performs research, identifies relevant information, and helps gather data to support execution of a variety of efforts.
- Identifies and analyzes issues, problems and challenges facing various programs and contributes toward formulation of possible courses of action.
- Reviews and evaluates established program policies and procedures to help identify gaps.
- Manages and coordinates responses to leadership requests.
- Develops reports for management.
- Gathers and summarizes information from questionnaires, interviews, and other data sources to help inform decision-making.

- Reviews and studies processes to identify opportunities for improvement.
- Performs special assignments and projects on behalf of the supervisor.
- Provides support for the day-to-day-operations of the division.
- Performs other duties as assigned.

Desired Knowledge and Skills:

- Knowledge of qualitative and/or quantitative methods for the assessment and improvement of program effectiveness.
- Knowledge of analytical tools and techniques which enables incumbent to analyze and evaluate the efficiency and effectiveness of programs.
- Excellent organizational and project management skills.
- Strong collaboration skills.
- 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 all qualified candidates at the GS-12/13 grade level or Commissioned Corps Officers (O3/O4/O5).

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

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

Detail is reimbursable.
Travel Expenses will not be paid.

Candidates must express interest by October 18, 2019.

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