

REIMBURSABLE DETAIL
Center for Tobacco Products
Office of Science

The Center for Tobacco Products, Office of Science is offering a Detail opportunity as a Program Analyst, GS-0343-13. Applicants at the GS-12 and GS-13 levels are encouraged to apply. The Detail is available immediately for a period of 120 days. Commissioned Corps Officers are encouraged to apply.

Bargaining Unit Status: **Bargaining Unit Position**

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

Opening Date: **February 25, 2020**

Closing Date: **March 9, 2020**

Area of Consideration: **FDA-Wide**

The Center for Tobacco Products (CTP), Office of Science (OS), Division of Nonclinical 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. The position is ideal for someone who wants to have a critical role in the organization and would enjoy the challenge of handling a variety of assignments related to the regulation of tobacco products.

Duties:

The selected candidate will serve as a Program Analyst performing administrative analytical and evaluative work to ensure effective operations of programs within the Division. Some duties may include:

- Analyzing organizational priorities and providing a wide range of liaison services to support program and/or administrative functions;
- Developing and maintaining detailed processes or reports to enhance effectiveness of program operations with the office;
- Managing multiple competing work priorities, ensuring quality of work and deadlines are met;
- Evaluating new or modified content of policies and procedures specifically as it relates program operations, recommending or implementing change if needed; and
- Performing other duties as assigned.

Desired Knowledge and Skills:

- Skill in identifying problems, gathering information, drawing conclusions and recommending solutions;
- Knowledge of CTP's mission sufficient to collaborate with other CTP staff;
- Excellent organizational skills;
- Skill in working collaboratively; and
- Excellent oral and written communication skills.

Application Procedure:

Supervisory concurrence is required to accept a detail; it is NOT required to apply. The detail opportunity is open to all qualified candidates at the GS-12 and GS-13 grade levels and USPHS 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:

Anne Gentilcore
Program Analyst
Office of Management, Center for Tobacco Products, FDA
Anne.gentilcore@fda.hhs.gov

Detail is reimbursable.
Travel Expenses will not be paid.

Candidates must express interest via email **by Monday, March 9, 2020.**

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