

REIMBURSABLE DETAIL
Center for Tobacco Products

The Center for Tobacco Products, Office of Science is offering a Detail opportunity for a Program Specialist, GS 0301-11. Applicants and current employees at the GS-11 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: Program Specialist, GS 0301-11

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

Opening Date: **April 8, 2020**
Closing Date: **April 22, 2020**

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 innovating and effectuating cross-cutting improvements across an Office and would enjoy the challenge of handling a variety of fast-paced and high-impact assignments.

Duties Include:

The incumbent works within the Office of Science's (OS), Management Services Branch (MSB). As a Program Specialist, the incumbent is responsible for facilitating/improving program operations. Provides principal advisory services on matters related to program support work, such as planning, research, analysis, correspondence communication, and/or liaison activities. The position will also provide support to other management and staff.

The incumbent performs a number of duties as described below:

- Accomplishes special projects through analysis and review of problems, issues, or program requirements; determines what information is required; and collects data from various sources in order to render informed recommendations/alternatives.
- Solve problems related to special projects that involve administrative or support issues and conducts research of data from diverse sources. Extracts and assembles information.

- Use analytical techniques to develop conclusions. Develops draft reports or presentations. Participate in special crosscutting initiatives and task force groups to accomplish programmatic goals. These groups may review specific programs within the organization or develop new initiatives in various program areas.
- Perform a wide range of administrative management functions to include timekeeping and travel. Apply quantitative and qualitative techniques that assist with quality assurance. Conduct and participate in internal audits using written documents, spreadsheets, reports, and systems.
- Research, identify, and resolve complex timekeeping issues. Participate with internal stakeholders to address timekeeping discrepancies through resolution.
- Prepare and process travel authorizations and assist with travel vouchers. Coordinate with customers to ensure resolution of outstanding travel vouchers and complicated travel-related issues.
- Assist Supervisor with preparing program-level meetings, briefings, or meeting summaries for program-wide distribution.

Other Duties:

- Perform special assignments and projects on behalf of the supervisor.
- Perform other duties as assigned.

Desired Knowledge and Skills:

- Strong collaboration skills.
- Excellent oral and written communication skills.

Excellent organizational and project management 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-11 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 April 22, 2020.

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

