

**REIMBURSABLE DETAIL**  
**Center for Tobacco Products**

The Center for Tobacco Products (CTP), Office of Science (OS), Immediate Office Science (IO) is offering a Detail opportunity with Unclassified Duties (Management Specialist), GS 0301-13. Applicants at the GS-13 level are encouraged to apply. The Detail is available immediately for a period of 120 days. PHS Commissioned Corps Officers may apply (O4/O5).

**Bargaining Unit Status:** Bargaining Unit Position

**Position:** Unclassified Duties

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

**Opening Date:** **April 20, 2020**

**Closing Date:** **May 1, 2020**

**Area of Consideration:** **CTP-Wide**

The CTP, OS, IO 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 performs Unclassified Duties (Management Specialist) 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 revolving around human resources.
- Provides advice and guidance on the interpretation and application of administrative directives and instructions.
- Provides effective coordination and communication as the liaison supporting OS, Division Directors: Keeps staff and management abreast of changes to procedures and processes with regards to personnel and general office policies.
- Provides guidance, technical support and assistance to the Office managers and staff members on personnel services.
- Responsible for the administrative the works related to personnel action items.

- Provides support to the Office including the coordination and preparation of briefing materials and background information for meetings involving personnel matters.
- Performs research, identifies relevant information, and helps gather data to support execution of a variety of personnel 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.
- 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.
- 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-13 grade level or Commissioned Corps Officers (O4/O5).

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](mailto:Rebecca.Martin@fda.hhs.gov)

Detail is reimbursable.  
 Travel Expenses will not be paid.

**Candidates must express interest by May 1, 2020.**

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