

**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 (Program Analyst), GS 0343-14. Applicants at the GS-14 level are encouraged to apply. The Detail is available immediately for a period of 120 days. PHS Commissioned Corps Officers may apply (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 (Program Analyst) is responsible for supporting broad administration and programmatic direction.

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

- Advises leadership on policy directives and guidance to the Office Director and Division Directors pertaining to administrative management, which includes human resources management in OS.
- Coordinates and provides effective coordination/communication as the senior office liaison with the other offices. Keeps staff and management abreast of changes to procedures and processes with regards to personnel and general office policies.
- Oversees management tracking reports to inform status of progress toward meeting goals and demonstrating accomplishments in various operational areas, adequacy of existing versus new programs, and effective resource management. Responsible for the administrative works related to personnel action items.

- Develops strategies for maintaining a strong customer service orientation which provides quality services in a timely manner. Reviews and evaluates established program policies and procedures to help identify gaps.
- Project manages myriad data calls.
- Develops reports for management.
- Performs special assignments and projects on behalf of the supervisor.
- Performs other duties as assigned.

**Desired Knowledge and Skills:**

- Knowledge of Office administrative management and human capital policies and priorities of significance to the Center and Agency.
- Excellent 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-14 grade level or Commissioned Corps Officers (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**