

REIMBURSABLE DETAIL
Center for Tobacco Products

The Center for Tobacco Products (CTP) is offering a Detail opportunity for a **Lead Program Analyst GS-0343-14**. Current Center for Tobacco Products, Office of Science (OS) employees at the GS-13/14 levels are encouraged to apply. The Detail is available immediately for a period of 120 days. PHS Commissioned Corps Officers may apply that are assigned to the Center for Tobacco Products. A temporary promotion may be considered.

Bargaining Unit Status: Non-Bargaining Unit Position

Position: Lead Program Analyst

Office Location: FDA
Center for Tobacco Products
Beltsville, MD

Opening Date: **May 14, 2020**

Closing Date: **May 20, 2020**

Area of Consideration: **CTP/OS**

The Center for Tobacco Products 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 divisional operational activities and administration.

Duties include:

The incumbent serves as the Lead Program Analyst in OS, DPS that supports CTP's scientific review programs and activities. The duties may include:

- Serves as contracting officer's representative on administrative contracts and task orders.
- Develops supporting documentation such as financial data, statements of work and schedules of deliverables.
- Leads a team of program analysts by identifying, distributing and balancing workload and tasks among employees.
- Maintain program and administrative reference materials, project files and relevant background documents and make available policies, procedures and written instructions from the supervisor; maintain current knowledge to answer questions from team members on procedures, policies, directives, etc.
- Estimate and report to the team on progress in meeting established milestones and deadlines for completion of assignments, projects and tasks, and ensure that all team

members are aware of and participate in planning for achievement of team goals and objectives.

- Research, learn and apply a wide range of qualitative and/or quantitative methods to identify, assess, analyze and improve team effectiveness, efficiency and work products.
- Gives advice, counsel and instruction to employees on both work and administrative matters.
- Responsible for divisional procedures for hiring, budget and strategic planning with division leadership.
- Trains or coordinates the training of team members in methods of team building to accomplish tasks and projects.
- Prepares reports and maintains records of work accomplishments, standard operating procedures and administrative information.
- Coaches the team in selection and application of appropriate problem solving methods and techniques and provide advice on work methods, practices and procedures.
- Serves as coach, facilitator and/or negotiator in coordinating team initiatives and in consensus building activities among team members.

Desired Knowledge and Skills:

- Operational knowledge and proven contracting experience on contracts and statement of works.
- Knowledge of a wide range of principles, practices, techniques, current research developments and regulations relating to administrative processes, such as would normally be acquired through experience and past professional experience.
- Knowledge of the chemistry sufficient to not only adapt and modify projects but to independently plan and execute complex studies.
- Knowledge of the current divisional processes and procedures.
- Knowledge of computer database use to be able to maintain various records, perform advanced analyses, and to adapt available data to unusual or unexpected problems. Expert knowledge of excel is a requirement.
- Ability to manage projects and resources, the ability to meet project goals, and skill in planning and organizing the work of project teams to accomplish a variety of concurrent activities.
- Excellent organizational skills.
- Skill in working collaboratively.
- 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 Center for Tobacco Products, OS candidates qualified for the GS-13 and GS-14 grade level or Commissioned Corps Officers.

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

Rebecca Michele 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 May 20, 2020.

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