

REIMBURSABLE DETAIL
Center for Tobacco Products

The Center for Tobacco Products, Office of Science is offering a Detail opportunity for a Unclassified Duties (Program Analyst, GS 0343-12/13). Applicants and current employees at the GS-12 and GS-13 level are encouraged to apply. The Detail is available immediately for a period of 120 days. PHS Commissioned Corps Officers may apply.

Bargaining Unit Status: Bargaining Unit Position

Position: Unclassified Duties (Program Analyst)

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

Opening Date: June 3, 2020
Closing Date: June 16, 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 the organization and would enjoy the challenge of handling a variety of fast-paced and high-impact assignments.

Duties Include:

The incumbent serves as a Program Analyst in the Office of Science (OS), and is responsible for supporting broad administration and programmatic direction.

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

- Mastery of a wide range of analysis tools and techniques.
- Expert knowledge of management and administrative goals, objectives, systems, regulations, guidelines, and processes.
- Performs research, identifies relevant information, and helps gather data to support execution of a variety of efforts.

- Investigate complex matters such as organizational efficiency and effectiveness; program staffing level; performance metrics; and distribution of administrative management resources.
- Assists with defining key performance indicators (KPIs) and determine best practices for communicating and measuring performance against the established metrics.
- Implement qualitative and quantitative methods, procedures and systems for assessing the efficiency and effectiveness of administrative management programs; program policies, practices and procedures; and program-level administrative operations.
- Establish, monitor, and disseminate organizational performance metrics in concert with the principles of administrative management programs.
- Generate reports, graphs, charts, and written documents that communicate and illustrate organizational performance metrics.
- Performs others 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-12/13 grade level or Commissioned Corps Officers (O3/O4).

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 June 16, 2020.

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