

**REIMBURSABLE DETAIL  
Center for Tobacco Products**

The Center for Tobacco Products, Office of Science is offering a Detail opportunity for a Program Analyst, GS 0343-13. Applicants and current employees 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. A temporary promotion will not be considered.

**Bargaining Unit Status:** Non-Bargaining Unit Position

**Position:** Program Analyst

**Office Location:** FDA  
Center for Tobacco Products  
10903 New Hampshire Ave.  
Silver Spring, MD 20993

**Opening Date:** **June 4, 2020**

**Closing Date:** **June 10, 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:

- Supports the Immediate Office of the Office of Science.
- Performs research, identifies relevant information, and gathers data to support execution of a variety of program-related efforts.
- Identifies and analyzes issues, problems and challenges facing various programs and formulates possible courses of action for resolution. Ensures system functionality to ensure implementation of programs, such as SharePoint.
- The incumbent generates program and performance metrics and data to ensure and maintain organizational effectiveness, reports, and measurement techniques.
- Provides a wide range of complex assignments and reports.

- Reviews and evaluates established program policies and procedures to identify gaps where additional guidance is needed.
- Advises managers and program officials on management or program-related policies and procedures.
- Project manages myriad data calls.
- Prepares reports and provides recommendations to management.
- Reviews and studies complex processes to identify opportunities for improvement.
- Performs special assignments and projects on behalf of the supervisor.
- 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-13 grade level or Commissioned Corps Officers (03).

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 June 10, 2020.**

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