

**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 Supervisory Management and Program Analyst, GS 0343-15. Applicants at the GS-14 and GS-15 level are encouraged to apply. The Detail is available immediately for a period of 120 days. PHS Commissioned Corps Officers may apply (O5). A temporary promotion may be available.

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

**Position:** Supervisory Management and Program Analyst,  
GS 0343-15

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

This detail may be performed remotely

**Opening Date:** September 3, 2020  
**Closing Date:** September 10, 2020

**Area of Consideration:** FDA-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 serves as a Supervisory Management and Program Analyst and is responsible for supporting broad administration and programmatic direction.

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

- Responsible for effective administration of program support activities, including: personnel and financial resource management, property management; honor/incentive awards; performance management; telework coordination and timekeeping.
- Directs a variety of CTP-OS wide administrative management activities including, but not limited to: time-keeping; property maintenance; facilities services and management; purchase card program; travel/conference management/ telework program. Coordinates office efforts related to proposed reorganizations and reassignment of functions through

conducting an analysis of governing policies and procedures, as well as overall mission objectives and changes.

- Develops, recommends, and implements Office-level administrative, resource and program management policies and procedures and provides strategic contribution at Senior CTP levels to program and policies.
- Provides expert advice and makes recommendations to OS leadership and management on actions necessary to ensure that program activities are representative of a high performing organization.
- Provides OS leadership and management interpretation and guidance on Center and office level administrative and program management policies.

**Desired Knowledge and Skills:**

- Mastery knowledge of a wide range of qualitative and/or quantitative methods for development and management of a major administrative program for the assessment and improvement of program effectiveness or the improvement of complex management processes and systems.
- Comprehensive knowledge of the range of administrative laws, policies, regulations, and precedents applicable to the administration of one or more important public programs.
- Ability to plan, organize, and direct team study work and to negotiate effectively with management to accept and implement recommendations where the proposals involve substantial agency resources, require extensive changes in established procedures, or may be in conflict with the desires of the activity studied.
- 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 must be obtained before you apply to this Detail. The Detail opportunity is open to all qualified candidates at the GS-14 or GS-15 grade level or Commissioned Corps Officers (O5).

Please enter **Detail: CTP, OS Supervisory Management and Program Analyst, GS 0343-15** in the subject line of e-mail.

Interested applicants should submit a copy of their resume, most recent copy of SF-50, written supervisory concurrence, 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 September 10, 2020.**

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