

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 for a Management and Program Analyst GS 0343-12/13. Applicants at the GS-11, 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. A temporary promotion may be considered.

Bargaining Unit Status: Bargaining Unit Position

Position: Management and Program Analyst

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

Opening Date: **October 1, 2020**
Closing Date: **October 15, 2020**

Area of Consideration: **FDA- Wide**

The Center for Tobacco Products, Office of Science, Management Services Branch 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 performance metrics and would enjoy the challenge of handling a variety of fast-paced and high-impact assignments.

Duties Include:

The incumbent will serve as a Management and Program Analyst, responsible for supporting broad administration and programmatic direction.

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

- Expert knowledge of management and administrative goals, objectives, systems, regulations, guidelines, and processes.
- Provides advice and guidance on the interpretation and application of administrative directives and instructions.
- Provides effective coordination and communication supporting OS, Division Directors: Keeps staff and management abreast of changes to procedures and processes with regards to office policies.
- Provides guidance, technical support and assistance to the Office managers and staff members.

- Provides support to the Office including the coordination and preparation of briefing materials and background information for meetings.
- Performs research, identifies relevant information, and helps gather data to support execution of a variety of administrative efforts.
- Identifies and analyzes issues, problems and challenges facing various programs and contributes toward formulation of possible courses of action.
- Reviews and evaluates established program policies and procedures to help identify gaps.
- Develops reports for management.
- Gathers and summarizes information from questionnaires, interviews, and other data sources to help inform decision-making.
- Reviews and studies processes to identify opportunities for improvement.
- Performs special assignments and projects on behalf of the supervisor.
- Performs other 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.
- Advanced experience with Excel and SharePoint.
- 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-11, GS-12 and GS-13 grade level or Commissioned Corps Officers (O4/O5).

Please enter **Detail: CTP, OS Management and Program Analyst GS-0343-12/13 (October)** in the subject line of e-mail.

Interested applicants should submit a copy of their resume, most recent copy of SF-50, a copy of their supervisors 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

Detail is reimbursable.
 Travel Expenses will not be paid.

Candidates must express interest by October 15, 2020.

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