

REIMBURSABLE DETAIL
Center for Tobacco Products
Office of Science

The Center for Tobacco Products (CTP), Office of Science (OS), Division of Population Health Science (DPHS), is offering a Detail opportunity as a Program Analyst GS-0343-12/13. The incumbent will serve as a member of a multi-disciplinary team in the DPHS, Immediate Office supporting Division-wide efforts in tobacco regulatory research, product review and evaluation of tobacco product regulation impact on public health. Applicants at the GS-11, GS-12 and GS-13 level or Commissioned Corps officers (O3, O4, O5) are encouraged to apply. The Detail is available immediately for a period of 120 days. Commissioned Corps Officers are encouraged to apply. Temporary promotions may be considered.

Bargaining Unit Status: **Bargaining Unit Position**

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

Opening Date: **February 04, 2021**
Closing Date: **February 25, 2021**

Area of Consideration: **FDA-Wide**

The Center for Tobacco Products (CTP), Office of Science (OS), Division of Population Health Science 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.

Duties:

The selected candidate will serve as a Program Analyst performing program management, analytical, and evaluative work to ensure effective operations with the Division. Some duties may include:

- Serve as a Contracting Officer Representative (COR) for branch research projects and systems/software (ideally COR II or III);
- Help to manage Division-level activities related to application review pathways, including tracking of assignments and workload;
- Manage Division onboarding process;
- Coordinate and manage Division and branch-level trainings;
- Serve as a liaison for development of systems, including those used in application

review

- Analyzing organizational priorities and providing a wide range of liaison services to support program and/or administrative functions;
- Managing multiple competing work priorities, ensuring quality of work and deadlines are met;
- Evaluating content of policies and procedures specifically as it relates program operations, recommending or implementing change if needed; and
- Performing other duties as assigned.

Desired Knowledge and Skills:

- Knowledge of management and administrative goals;
- Experience serving as a COR in the federal government;
- Skill in identifying problems, gathering information, drawing conclusions and recommending solutions with guidance from supervisor;
- Excellent organizational skills;
- Skill in working collaboratively in a team environment; and
- Excellent oral and written communication skills.

Application Procedure:

Supervisory concurrence is required to accept a Detail; it is NOT required to apply. The Detail opportunity is open to all qualified candidates at the GS-11, GS-12 and GS-13 grade levels and USPHS Commissioned Corps Officers (O3, O4, and O5).

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

Alicia Harper
Program Analyst
Office of Management, Center for Tobacco Products, FDA
Alicia.Harper@fda.hhs.gov

Detail is reimbursable. Travel Expenses will not be paid.

Candidates must express interest by February 18, 2021

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