

**REIMBURSABLE DETAIL
Center for Tobacco Products
Office of Science**

The Center for Tobacco Products (CTP), Office of Science (OS), Division of Population Health (DPHS), is offering a Detail opportunity to Unclassified Duties (Program Analyst), GS-0343-11. Applicants at the GS-11 level are encouraged to apply. The Detail is available immediately for a period of 120 days. PHS Commissioned Corps Officers are encouraged to apply. No temporary promotion will be considered

Bargaining Unit Status: **Bargaining Unit Position**

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

Opening Date: **November 16, 2021**

Closing Date: **November 30, 2021**

Area of Consideration: **FDA-Wide**

The Center for Tobacco Products (CTP), Office of Science (OS) 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 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:

The selected candidate will serve as a Program Analyst performing administrative analytical and evaluative work to ensure effective operations of programs within the OS, DPHS, Immediate Office (IO). Some duties may include:

- Plans, analyzes, and evaluates the efficiency and effectiveness of health regulatory within the OS;
- Participates in efforts to automate program functions, processes and to develop information systems which track and disseminate information about the program;
- Reviews legislation, regulations and policies established at high echelons within the government to determine their effect on internal policies, procedures and operations;
- Analyzing organizational priorities and providing a wide range of services to support program and/or administrative functions;
- Developing and maintaining detailed processes or reports to enhance effectiveness of program operations with DPHS;
- Managing multiple competing work priorities, ensuring quality of work and deadlines are met;
- Evaluating new or modified 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, objectives, systems, regulations, guidelines, and processes of an OS to understand the management practices of the organization and the context for program management and to develop studies that fully address specific problems, issues, and challenges that confront program managers in the organization.
- COR skills.
- Ability to independently plan, design and carry out programs, projects, studies, or other work.
- Excellent analytic tools and techniques which enables the incumbent to analyze and evaluate the efficiency and effectiveness of programs.
- Excellent organizational skills.
- Strong collaboratively skills.
- 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 grade level and USPHS Commissioned Corps Officers (01, 02, 03, 04).

Please enter **Detail: CTP, OS Unclassified Duties, GS-343-11** in the subject line of e-mail.

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 November 30, 2021**

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