

**REIMBURSABLE DETAIL
Center for Tobacco Products**

The Center for Tobacco Products, Office of Science is offering a Detail opportunity for a Program Analyst. Applicants at the GS-9/11/12/13 levels 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: Program Analyst, GS-0343-11/12/13

Office Location: FDA
Center for Tobacco Products
Office of Science

11785 Beltsville Drive
Beltsville, MD 20705

Opening Date: **January 7, 2022**
Closing Date: **January 21, 2022**

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.

This Detail opportunity is ideal for someone who has many innovative ideas for how to best captivate internal audiences through new and creative ways of communicating.

Duties Include:

The incumbent performs Program Analyst duties for the Office of Science. Following below are a sample of duties:

- Supports the Immediate Office of the Office of Science by performing complex project management tasks
- Oversees and tracks initiatives across the Office and updates management on status of current projects
- Identifies and analyzes issues, and challenges facing the program and formulates and evaluates possible courses of action and makes recommendations for resolving them
- Designs and conducts a variety of studies and analyses of functions and processes
- Identifies solutions to problems that are of importance to program direction
- Provides input toward development of new policies and procedures
- Establishes and maintains tracking systems and records

- Performs special assignments and projects on behalf of the supervisor
- Performs other duties as assigned

Desired Knowledge and Skills:

- Ability to effectively self-organize work and meet deadlines
- Ability to collaborate effectively and professionally
- Experience multi-tasking and in project management
- Interpersonal relationship skills to establish and maintain effective and productive working relations
- Excellent oral and written communication skills
- Excellent critical thinking and problem-solving skills

Application Procedure:

This opportunity is open to all candidates currently at or eligible for the GS-11/12/13 grade levels or Commissioned Corps Officers. Supervisory concurrence is required prior to applying for this detail. Applicants should submit the following by the closing date of the announcement:

Please enter **Detail: CTP, OS Program Analyst GS-11/12/13 (January)** 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 Supervisor's concurrence, and statement of interest via email to:

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

Detail is reimbursable.
Travel Expenses will not be paid.

Candidates must express interest by January 21, 2022.

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