

**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, PATH Branch 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) are encouraged to apply. The Detail is available immediately for a period of 90 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  
Calverton Tower  
11785 Beltsville Drive  
Beltsville, MD

**Opening Date:** **March 16, 2022**

**Closing Date:** **March 29, 2022**

**Area of Consideration:** **CTP-Wide**

The Center for Tobacco Products (CTP), Office of Science (OS), DPHS, PATH Branch 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 PATH Branch. Some duties may include:

- Helping to manage Branch-level activities related to deliverable review.
- Analyzing organizational priorities and providing a wide range of 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.
- Manages and coordinates responses to leadership requests.
- Develops reports for management.

- Performs special assignments and projects on behalf of the supervisor.
- Provides support for the day-to-day-operations of the branch in support of the PATH Study.
- Performing other duties as assigned.

**Desired Knowledge and Skills:**

- General knowledge of program management.
- 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.
- 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-11/12/13 grade levels and USPHS Commissioned Corps Officers (O3/O4).

Please enter **Detail: CTP, OS, PATH Program Analyst, GS-0343-11/12/13 (March 2022)** 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](mailto:Alicia.Harper@fda.hhs.gov)

Detail is reimbursable.  
Travel Expenses will not be paid.

Candidates must express interest **by March 29, 2022**

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