

**REIMBURSABLE DETAIL**  
**Center for Tobacco Products**

The Center for Tobacco Products, Office of Science is offering a Detail opportunity for Program Specialist GS-0301-11. Applicants and current employees at the GS-9 and GS-11 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 will be considered.

**Bargaining Unit Status:** Bargaining Unit Position

**Position:** Program Specialist, GS-0301-11

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

**Opening Date:** **April 7, 2022**  
**Closing Date:** **April 20, 2022**

**Area of Consideration:** **HHS-Wide**

The Center for Tobacco Products (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 enjoys working with numbers. The primary purpose of this position is to perform the daily tracking and management including formulation, execution and/or analysis of the Office's budget and acquisitions needs. Contracting Officer Representative (COR) level-I or II certifications are highly desirable although not a requirement.

**Duties Include:**

The incumbent serves as a Program Specialist in the Office of Science (OS) responsible for providing administrative support on a variety of actions to support operation of OS.

The incumbent of this position will perform several duties as described in the following:

- Closely monitors and tracks contracts/grants expenditures by working collaboratively with all OS divisions and other stakeholders. Serves as the main POC for all OS contracts.
- Coordinates monthly meetings with divisions to review contract portfolio and discuss division's contract needs.
- Creates and obligates funding documents in accordance with the spend plan.
- Reviews and tracks purchase card requests for funds availability, tagging, etc.
- Assists with the formulation of the Office's annual budget and the execution of the Office's approved budget.

- Assists with the creation of the annual spend plan for the Office. Performs spend plan changes. Closely tracks spending throughout the fiscal year. Creates FY MODS.
- Reconciles Open Commitments & Obligations (OCO) report against Office's Accounting and Travel tracking sheets.
- Gathers data from diverse sources for use in preparing reports and evaluating current programs and proposals for future program activities.
- Gathers and maintains the necessary documentation to support the Office's contracts/grants funding administration. Creates tags and prepares Funds Approval Request (FAR) documents.
- Performs financial tracking of all OS contracts including reviewing and processing of invoices for payment.
- Keeps staff and management abreast of changes to procedures and processes related to acquisitions and serves as a COR for the Office.

### **Desired Knowledge and Skills:**

- Skill in conducting detailed analyses of financial data and work processes including knowledge of analytical tools and techniques for analyzing and evaluating the efficiency and effectiveness of programs.
- Interpersonal relationship skills to establish and maintain effective and diplomatic working relations while performing daily duties.
- Proficiency in MS Word and Excel required.
- Ability to organize work and meet deadlines.
- Excellent oral and written communication skills.
- Ability to make oral and written presentations in a clear and concise manner.
- Strong project management skills and experience in communicating status, risks, challenges, recommendations, and next steps to stakeholders.
- Ability to work independently and in a team setting.
- Knowledge of working with the Unified Financial Management System (UFMS) system would be a plus.

### **Application Procedure:**

This opportunity is open to all candidates currently at or eligible for the GS-9 and GS-11 grade levels or Commissioned Corps Officers (03). Supervisory concurrence is required prior to applying for this detail. Applicants should submit the following by the closing date of the announcement:

- A Current resume or curriculum vitae including any experience, training, and skills which prepare you for this assignment.
- Most recent copy of your SF-50, Notification of Personnel Action that identifies your current pay plan, grade, series, and tenure.
- A written or emailed statement indicating the reason for interest in being considered for this detail to:  
Miranda Jones  
Program Analyst

Office of Management, Center for Tobacco Products, FDA  
[Miranda.Jones@fda.hhs.gov](mailto:Miranda.Jones@fda.hhs.gov)

Detail is reimbursable.

Travel Expenses will not be paid.

**Candidates must express interest by April 20, 2022.**

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