

REIMBURSABLE DETAIL
Center for Tobacco Products
Office of Science

The Center for Tobacco Products (CTP), Office of Science (OS), Division of Nonclinical Science (DNCS), is offering a Detail opportunity for an Unclassified Duties GS-0343-09. The incumbent will serve as a member of a multi-disciplinary team in the DNCS, Immediate Office (IO) supporting Division-wide efforts in tobacco regulatory research and evaluation of tobacco product regulation impact on public health. Applicants at the GS-09 level or Commissioned Corps Officers (O-3) are encouraged to apply. The Detail is available immediately for a period of 120 days.

Bargaining Unit Status: Bargaining Unit Position

Office Location: FDA
Center for Tobacco Products
Office of Science
Calverton Tower
11785 Beltsville Drive
Beltsville, MD 20705

Opening Date: **June 23, 2022**

Closing Date: **July 7, 2022**

Area of Consideration: FDA-Wide

The Center for Tobacco Products (CTP), Office of Science (OS), DNCS, IO 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 under unclassified duties for the OS, DNCS, IO. Some duties may include:

- Analyzing current processes, tracking process performance, and reporting process results to Division leadership.
- Making process improvement recommendations to Division leadership based on process analysis.
- Collaborating with other Program Analysts in Division to ensure process coordination.
- Executing Division hiring procedures and processes.
- Scheduling and supporting Division staff meetings.
- Coordinating Division newsletter.
- Maintaining Division Outlook distribution lists.
- Backup for travel processes.
- Performs other similar duties as assigned.

Desired Knowledge and Skills:

- COR certification.
- Process improvement and coordination experience.
- Knowledge of government hiring practices.
- Knowledge of government travel practices.
- Strong organizational skills.
- Skill in working collaboratively; excellent interpersonal skills.
- Excellent oral and written communication skills to communicate highly technical regulatory and scientific information.
- Ability to foster accountability and commitment to the mission of the team.

Application Procedure:

This Detail opportunity is open to all qualified candidates at the GS-9 grade level or Commissioned Corps Officers (O-3) equivalent. A temporary promotion is not available.

Interested applicants should submit a copy of their resume, most recent copy of SF-50, and statement indicating the reason for interest in being considered for this Detail via email to:

Alicia Harper
Program Analyst
Office of Management/Human Capital Team
Alicia.Harper@fda.hhs.gov

Please enter **Detail: CTP, OS, DNCS – Unclassified Duties GS-0343-09 (June 2022)** in the subject line of e-mail.

Detail is reimbursable.
Travel Expenses will not be paid.

Candidates must express interest by July 7, 2022.

Supervisory concurrence is required to accept a Detail; it is NOT required to apply.

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