

**REIMBURSABLE DETAIL/TEMPORARY PROMOTION OPPORTUNITY
CENTER FOR TOBACCO PRODUCTS**

The Center for Tobacco Products is offering a Detail opportunity for a position as a Program Analyst, GS-343-09/11. PHS Commissioned Corps officers are encouraged to apply. The Detail is available immediately for a period of 120. **No Temporary Promotion**

Bargaining Unit Status: Bargaining Unit Position

Office/Duty Location: FDA
Center for Tobacco Products
Office of Management
Acquisitions and Assistance Team
10903 New Hampshire Avenue
Silver Spring, MD 20993

Opening Date: August 1, 2022

Closing Date: August 12, 2022

Area of Consideration: Open to all career/career conditional HHS employees

On June 22, 2009, the President signed the Family Smoking Prevention and Tobacco Control Act (Tobacco Control Act) (Public Law 111-31) into law. The Tobacco Control Act granted FDA important new authority to regulate the manufacture, marketing, and distribution of tobacco products to protect the public health generally and to reduce tobacco use by minors. To carry out this responsibility, FDA established the Center for Tobacco Products (CTP).

Major Duties:

The selected employee will serve as a Program Analyst in the Office of Management, Acquisitions and Assistance Team. Duties may include:

- Provides assistance with oversight of contracting programs; assisting in development of statements of work (SOWs); serving as a Contract Officer Representatives (COR)/Project Officer.
- Interacts with contracting officers and has working knowledge of procurement processes.
- Provides programs/acquisition advice and assistance to oral and written inquiries to the program office/CTP Management.
- Participates in the design of Acquisitions and budget CBAS system.

Qualifying specialized experience includes:

- Knowledge of Federal contracting policy, concepts, guidance, and procedures.
- Assist in planning and development of funding levels for an agency's acquisition budget.
- Assist in overseeing contract program and contracting operations (i.e. developing statements of work).
- Assist in the evaluation of proposals, reporting of contract actions, and evaluation of contracts deliverables/outcomes.
- Research availability of funding and distribution of funding for services.

Application Procedure:

This detail opportunity is open to all qualified candidates at the GS-09 and GS-11 grade levels and USPHS Commissioned Corps Officers. **No temporary promotion.**

Supervisory concurrence is required in order to accept a detail; it is NOT required to apply.

Interested applicants must submit a resume, recent copy of SF-50, and a statement of interest via email to:

Michele Quander
Michele.Quander@fda.hhs.gov
CTP Office of Management

For questions about this position, please contact George Gonzalez at 301-796-9263.

Travel Expenses will not be paid.

Applications/resumes must be submitted by August 12, 2022.

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