

Center for Tobacco Products Voluntary Reassignment Opportunity

Announcement:

A decision has been made to fill a position through voluntary reassignment. This is a **REMOTE** Program Analyst GS 0343-11 (FPL GS 12) and the position is located in the Center for Tobacco Products (CTP), Office of Management (OM), Division of Human Capital (DHC). This notice is being issued in accordance with Article 35, Section 2. 1. of the Consolidated Collective Bargaining Agreement between HHS and NTEU. No promotions will be offered through this notice.

Interested individuals should contact CTP-Recruitment@fda.hhs.gov to request consideration for this reassignment opportunity. The selection for the reassignment, if any, will be communicated to applicants.

Bargaining Unit Status:	Bargaining Unit Position
Position:	Program Analyst GS 0343-11 (FPL GS 12)
Duty Location:	Anywhere in the U.S. (REMOTE JOB)
Office Location:	FDA Center for Tobacco Products Office of Management White Oak, Building 75 10903 New Hampshire Ave Silver Spring, MD 20993
Opening Date:	December 16, 2022
Closing Date:	January 3, 2023
Area of Consideration:	FDA-Wide
Relocation Expenses:	Travel expenses will NOT be paid

Job Overview and Qualifications:

The FDA, CTP, OM, DHC is seeking candidates interested in a voluntary reassignment opportunity. CTP is recruiting Program Analyst GS 0343-11. Qualified applicants must demonstrate specialized experience at the **GS-11** level to be considered for this reassignment.

Duties of the Position:

- Provides oversight to awards programs. Applies knowledge of applicable FDA guidance, rules and regulations to appropriately administer program across CTP.

- Keeps Honor Award Representatives abreast of new information, policy, and changes etc. Leads meetings with Honor Award Representative to review nominations to ensure the forms are complete and meet the awards criteria.
- Works with Training Specialists and Talent Management Team Director on accounting and budget for employee programs and training activities.
- Utilize government purchase card to procure items under the micro-purchase acquisition threshold.
- Conducts thorough and comprehensive management analysis, and reconciliation of accounting and budget for government purchases to ensure compliance with all CTP, FDA, HHS, and federal government rules and regulations.
- Provides oversight of the Telework program to ensure program functions in accordance with FDA policy and other applicable guidance and regulations.

Required Knowledge and Skills:

- Knowledge of procedures and/or operations in employee awards, work life and telework programs to perform a wide variety of interrelated or nonstandard procedural assignments and to resolve a wide range of problems.
- Knowledge of methods, practices and techniques of developing, implementing and evaluating employee awards, work life and telework programs and strategies that will lead to informed decisions and actions by a wide variety of audiences.
- Skill in written communications to prepare and present recommendations and solutions effectively, including the preparation of presentations, written reports, and instructions.
- Skill in oral communication to obtain information and coordinate responses, to conduct fact-finding or general investigations, and to present findings and recommendations.

Application Procedures:

This reassignment opportunity is open to all qualified candidates. Interested applicants should submit a resume or CV, a copy of your most recent SF-50 (Notification of Personnel Action) that identifies your current pay plan, series, grade, full performance level, and time in grade. Within grade increases or promotion SF-50s are preferred. Commissioned Corps Officers are also encouraged to apply and should submit a resume or CV.

Please enter **Reassignment: TMT Program Analyst (December)** in the subject line of e-mail.

Interested applicants should submit the documents via email to: CTP-Recruitment@fda.hhs.gov.

To be considered for this opportunity, all requested documentation must be submitted by the announcement closing date, **Tuesday, January 3, 2023**.

THIS IS NOT AN OFFICIAL VACANCY ANNOUNCEMENT UNDER THE MERIT PROMOTION SYSTEM