

**REIMBURSABLE DETAIL**  
**Center for Tobacco Products**  
**Office of Science**

The Center for Tobacco Products, Office of Science (OS), Immediate Office (IO) is offering a detail opportunity to Unclassified Duties (Program Analyst, GS-0343-14). Applicants at the GS-14 level are encouraged to apply. The Detail is available immediately for a period of 120 days. Commissioned Corps Officers are encouraged to apply. A temporary promotion may not be considered.

**Bargaining Unit Status:** Bargaining Unit Position

**Duty Location:** Anywhere in the U.S. (REMOTE)

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

**Opening Date:** July 28, 2023  
**Closing Date:** August 10, 2023

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

The CTP Office of Science 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 related to the regulation of tobacco products.

**Duties include:**

The incumbent will be responsible for tracking and moving forward commitments that OS has made, and working with necessary personnel in OS to implement changes and monitor progress over time.

- Coordinates oversight and advancement of commitments made by OS to improve transparency and efficiency.
- Plans opportunities for engagement (e.g., public meetings, webinars, conferences, symposia, round tables) with stakeholders on guidelines and review progress, scientific issues and practice, and research priorities.
- Uses qualitative and quantitative approaches to identify and prioritize opportunities to improve transparency of the tobacco program, particularly with respect to the regulatory process and its scientific underpinnings.
- Facilitates discussions with internal and external subject matter experts (SMEs) to identify programmatic challenges and opportunities to improve efficiency and transparency.

- Provides technical advice and consultation to OS/OLT and other management officials on policy strategies, plans, priorities, and significant problems/issues related to review.
- Develops recommendations for program improvements to address recurring challenges and manages implementation of recommended strategies.
- Provides technical advice and oversight to facilitate the office's ability to produce timely and consistent reviews.
- Prepares reports and presentations that detail situation analyses, opportunities for improvements, and recommended strategies.
- Performs other duties as assigned.

**Desired Knowledge and Skills:**

The ideal candidate will exhibit a willingness and ability to quickly get up-to-speed on all the key, ongoing activities across the Office and Center and understand the roles of all parties involved. The position may entail assigning tasks and directing work, so the ideal candidate will feel comfortable interacting with various groups in the Office, including the Office leadership team.

- Excellent organizational skills with a solid understanding of working to improve the effectiveness of government programs and operations.
- Exceptional skill in leading, planning, and managing projects and resources to accomplish a variety of concurrent activities.
- Excellent planning skills with the ability to identify areas of overlap, collaboration, and cohesion.
- Recognized as an expert in developing program objectives.
- Excellent oral and written communication skills.
- Exceptional interpersonal relationship skills and ability to collaboratively lead teams.

**Application Procedure:**

This detail opportunity is open to all qualified candidates at the GS-14 grade level or Commissioned Corps officers.

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:

[CTP-Recruitment@fda.hhs.gov](mailto:CTP-Recruitment@fda.hhs.gov)

Please enter **Detail: CTP, OS, Unclassified Duties (Program Analyst GS-0343-14)** in the subject line of e-mail.

Detail is reimbursable.  
Travel Expenses will not be paid.

**Candidates must express interest by August 10, 2023**

Supervisory concurrence is required in order to accept a detail (it is NOT required to apply)

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