

REIMBURSABLE DETAIL
Center for Tobacco Products
Office of Science

The Center for Tobacco Products (CTP), Office of Science (OS), Division of Research and Knowledge Integration (DRKI) Immediate Office is offering a Detail opportunity to Unclassified Duties (Public Health Analyst), GS-0685-9/11. Applicants at the GS-9 to GS-11 level are encouraged to apply. The Detail is available immediately for a period of 120 days. Commissioned Corps Officers at the rank of O-2 to O-4 are encouraged to apply. A temporary promotion will not be considered.

Bargaining Unit Status: **Bargaining Unit Position**

Office Location: FDA
Anywhere in the U.S.
(REMOTE JOB)

Opening Date: **September 19, 2023**
Closing Date: **October 3, 2023**

Area of Consideration: **FDA**

The Center for Tobacco Products (CTP), Office of Science (OS), Division of Research and Knowledge Integration (DRKI) Immediate Office offers a fast-paced, dynamic environment to shape a new organization 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 developing the organization and would enjoy the challenge of handling a variety of assignments.

Duties:

The selected candidate will serve as a Public Health Analyst providing program management and support for division activities associated with the management of a division that includes research, knowledge management, and evaluation projects led by the Division. Duties may include:

- Manages mailbox by monitoring incoming and outgoing correspondence and action documents to ensure that responses are prepared, and deadlines are met.
- Serves as a point of contact for information regarding tobacco-related science, research, knowledge management, and evaluation matters related to public health activities.
- Maintains records of all received and completed public health data requests and is able to reference and provide status reports.
- Maintains up-to-date records of the division's research budget by collaborating with branches and external stakeholders. Notifies leadership of any changes or discrepancies.
- Coordinates, conducts, and documents internal and division level meetings.
- Helps identify and implement public health strategies and assists with their evaluation and the measurement of program outcomes.
- Assists with disseminating public health effort results through multiple venues.

- Analyzes tobacco-related science, research, knowledge management, and evaluation topics related to public health/population health that impact the center's policy, direction, and long-range program goals.
- Analyzes impact of the division's public health efforts to assist the division and center in meeting short and long-term goals.
- Assists with disseminating public health research, knowledge management, and evaluation perspective across the center and other stakeholders.
- With guidance from supervisor, manages multiple competing work priorities, ensuring quality of work and deadlines are met to support public health research initiatives.
- Performing other projects as assigned.

Desired Knowledge and Skills:

- Skill in working collaboratively in a team environment.
- Skill in identifying problems, gathering information, drawing conclusions and recommending solutions.
- Excellent organizational skills.
- Excellent time management skills.
- Excellent oral and written communication skills.
- Experience working with division/branch budgets.
- Basic knowledge of project management principles, methods, or tools for scheduling, coordinating, and advising on projects and resources.

Application Procedure:

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

The Detail opportunity is open to all candidates at the GS- 9 to GS-11 grade level or Commissioned Corps Officers (O-2-O-4).

Interested applicants should submit a copy of their resume, most recent copy of SF-50 or PHS-1662, and statement of interest via email to: CTP-Recruitment@fda.hhs.gov

Please enter **Detail: CTP, OS/DRKI Unclassified Duties (Public Health Analyst) GS-0685-9-11 (September)** in the subject line of e-mail.

For further inquiries, please contact Molly Quesenberry: Molly.Quesenberry@fda.hhs.gov

Detail is reimbursable.

Travel Expenses will not be paid.

Candidates must express interest **by October 3, 2023**

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