

**REIMBURSABLE DETAIL**  
**FDA Center for Tobacco Products**

The Food and Drug Administration (FDA), Center for Tobacco Products (CTP), Office of Management (OM) is offering a Detail opportunity for Unclassified Duties (Management and Program Analyst). Applicants and current employees at the GS-11, GS-12, GS-13 levels are encouraged to apply. The Detail is available for a period of up to 120 days. PHS Commissioned Corps Officers may apply. A Temporary Promotion may not be considered.

**Bargaining Unit Status:**                      **Non-Bargaining Unit Position**

**Position:**    Unclassified Duties

**Office Location:**                                      FDA  
Center for Tobacco Products  
Office of Management  
10903 New Hampshire Avenue  
Silver Spring, MD 20993

**Duty Location:**                                      **Remote**

**Opening Date:**                                      **October 3, 2023**  
**Closing Date:**                                      **October 10, 2023**

**Area of Consideration:**                              **FDA-wide**

The CTP 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.

**Duties include:**

The selected employee will serve on Unclassified Duties with the Division of Human Capital in OM. The incumbent serves as an analyst providing strategic guidance in analyzing and advising on workforce planning and program issues for CTP management and staff.

The duties may include:

- Serves as a program advisor, consultant, and coordinator on human capital management functions, projects, and plans.
- Provides strategic consultation to CTP staff on a variety of human capital related matters including recruitment, position classification, and personnel actions; serves as the Liaison between CTP staff and OTS and OHCM.
- Ensures all recruitment and personnel actions are prepared and submitted in compliance with HHS, FDA, and CTP policies and guidance.
- Advises and assists CTP staff and management on a variety of human capital matters to ensure legally appropriate and effective position management and classification, recruitment and retention, reorganizations, compensation, hiring projections, security initiation, and other related human capital administration.

- Participates in the development and management of detailed workforce analytics. Utilizes excel and Oracle based platforms to maintain and track recruitment, staffing, and hiring data.
- Supports the development and implementation of programs, policies, standards, procedures, and guidelines in the areas of human capital operational activities such as administration, management, and program guidance.

**Desired Knowledge and Skills:**

- Knowledge of federal hiring mechanisms and FDA recruitment processes.
- Practical knowledge of human capital functions to aid center hiring managers and supervisors.
- Skill in planning, organizing, and executing projects.
- Skill in written and oral communication in order to develop recommendations, justification, papers and reports and be able to present briefings to management.
- Skill in the use of automated tracking systems such as Excel, SharePoint, Oracle, word processing and other spreadsheet software to conduct audits and analyze reports and projects to measure program success.
- Skill in the design and analysis of metrics to effectively measure program progress.

**Application Procedure:**

Supervisory concurrence should be obtained if selected for this Detail. The Detail opportunity is open to all candidates qualified at the GS-11, GS-12, and/or GS-13 grade levels or Commissioned Corps Officers (O3/O4).

Please enter **Detail: CTP, OM Unclassified Duties (October)** in the subject line of e-mail.

Interested applicants should submit a copy of their resume, most recent copy of SF-50, copy of their transcripts, and statement of interest via email to: [CTP-Recruitment@fda.hhs.gov](mailto:CTP-Recruitment@fda.hhs.gov).

Detail is reimbursable.

Travel Expenses will not be paid.

**Candidates must express interest by October 10, 2023.**

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