

**REIMBURSABLE DETAIL  
Center for Tobacco Products**

The Center for Tobacco Products, Office of Science, Immediate Office, Office Liaison Services Team, is offering a Detail opportunity for Unclassified Duties (Business Process Improvement Specialist). Applicants and current employees at the GS-12/13 levels are encouraged to apply. The Detail is available immediately for a period of 90 days. PHS Commissioned Corps Officers may apply. A temporary promotion will not be considered.

**Bargaining Unit Status:** Bargaining Unit Position

**Position:** Unclassified Duties

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

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

**Opening Date:** February 21, 2024  
**Closing Date:** March 05, 2024

**Area of Consideration:** FDA-Wide

The CTP Office of Science' Immediate Office offers a fast-paced, dynamic environment and an opportunity to work with dedicated, energetic people who want to make a difference to improve public health. The position is ideal for someone who wishes to play a critical role in making improvements to organizational efficiency, standardization, and process redesign.

This Detail opportunity is ideal for someone who is energized by identifying inefficiencies and creating solutions to maximize limited resources and increase stakeholder satisfaction and organizational success.

**Duties Include:**

The incumbent serves as a business process improvement specialist for the Office of Science. Following below are a sample of duties:

- Gains clear understanding of organization's baseline core processes, including where there is variability.
- Gather case studies of failure points and areas of uncertainty
- Defines / revises measures of success for organization's core processes
- Engages with and collaborates with key stakeholders in all phases of the assessment including in defining most appropriate interventions to implement.

- Identifies and presents mitigation strategies, opportunities for improvement, evaluates suitability for implementation, taking into account considerations such as feasibility, level of effort relative to impact, cost implications, time, etc.
- Develops and/or revises systems, tools, processes, etc.
- Facilitates implementation of enhanced processes tied to predefined success metrics.

**Desired Knowledge and Skills:**

- Experience with process improvement tools and methodologies
- Ability to effectively organize work and meet deadlines.
- Ability to collaborate effectively and professionally.
- Expertise in multi-tasking under rigorous timelines while remaining calm.
- Advanced project management skills.
- Strong interpersonal skills to establish and maintain effective and productive working relations.
- Excellent oral and written communication skills.
- Strong skills in Microsoft Excel.

**Application Procedure:**

This opportunity is open to all candidates currently at or eligible for the GS-12/13 grade levels or Commissioned Corps Officers. Supervisory concurrence is required in order to accept this detail; however, is not required to apply. Applicants should submit the following by the closing date of the announcement:

Please enter **Detail: CTP, OS Unclassified Duties GS-12/13 (February)** in the subject line of e-mail.

Interested applicants should submit a copy of their resume, most recent copy of SF-50, 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 March 05, 2024.**

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