

REIMBURSABLE DETAIL
Center for Tobacco Products

The Center for Tobacco Products, Office of Science, Management Services Branch, Financial Management Team, is offering a Detail opportunity for Supervisory Management and Program Analyst GS-0343-14. Applicants and current employees at the GS-13 and GS-14 levels are encouraged to apply. The Detail is available immediately for a period of 120 days. PHS Commissioned Corps Officers may apply. A temporary promotion may be considered.

Bargaining Unit Status: Non-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: April 12, 2024
Closing Date: April 18, 2024

Area of Consideration: Govt-Wide

The CTP Office of Science (OS), Management Services Branch (MSB), 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 the organization.

Duties Include:

The incumbent supervises a team of administrative analysts who are primarily responsible for providing analytical, evaluative, operational and administrative support work associated with budget management. The incumbent of this position serves as a Supervisory Management Analyst and oversees administrative operations related to funding allocations and logistics management within the OS, and other related administrative functions within OS.

- Provides leadership, advice and administration to management and staff for budget formulation and execution processes. Provides advice and assistance to management officials and staff regarding administrative policy, directives, and other related guidance.
- Oversees, advises on and ensures the judicious, efficient and effective allocation and operations of space management, property management, financial/budget management, and related administrative functions for the OS.

- Assigns, directs, oversees, and coordinates the work of subordinates.
- Provides administrative direction to subordinate employees performing the work and functions of the Team.
- Establishes quality assurance and review systems to ensure office metrics are met and validated.
- Collaborates with the CTP, Office of Management (OM) regarding budgetary responsibilities.
- Provides advice, assistance, and guidance to senior level OS management on complex issues and activities related to administration of the OS programs where needed.

Desired Knowledge and Skills:

- Extensive knowledge of budget execution and formulation
- Mastery experience in Excel and other budgetary software or systems
- Knowledge of space and property management
- Highly organized and skilled in multi-tasking in fast-paced environment with rapidly shifting priorities.
- Excellent oral, written and interpersonal communication skills.

Application Procedure:

This opportunity is open to all candidates currently at or eligible for the GS-14 grade level 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 Supervisory Management and Program Analyst GS-0343-14 (April)** 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

Detail is reimbursable.

Travel Expenses will not be paid.

Candidates must express interest by April 18, 2024.

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