

REIMBURSABLE DETAIL/TEMPORARY PROMOTION OPPORTUNITY

CENTER FOR TOBACCO PRODUCTS

The Center for Tobacco Products is offering a Detail opportunity for a position as a Management Analysis Officer, GS-343-14. PHS Commissioned Corps officers are encouraged to apply. The Detail is available immediately for a period of up to 120 days. A temporary promotion may be considered.

Bargaining Unit Status: Bargaining Unit Position

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

Office: Center for Tobacco Products
Office of Compliance and Enforcement
Division of External Programs and Resource Management
10903 New Hampshire Ave, Bldg. 75
Silver Spring, MD 20993

Opening Date: April 25, 2024

Closing Date: May 8, 2024

Area of Consideration: FDA-Wide

Job Overview and Qualifications:

This position will serve as a Supervisory Consumer Safety Officer in a Branch within the Office of Compliance and Enforcement (OCE), Division of External Programs and Resource Management (DEPRM). The duties for this detail include:

- Develops predictive tools and provides recommendations to senior leadership using data to make critical operational decisions.
- Conducts in-depth analyses to identify problem areas, assess impact, and formulate solutions.
- Establishes quality assurance and review systems to ensure organization metrics are met and validated.
- Analyzes new or proposed legislation or regulations to determine impact on program operations and Management.
- Provides policy guidance to managers in the development of strategies for applying quality management to core business areas.
- Coordinates and establishes operating methods and procedures for accomplishment of projects.
- Establishes criteria for monitoring and evaluating the work of contractors, subject matter experts and others assigned to the project.

- Guides benefit-cost analysis and cost estimation for things such as IT programs and state contracts.
- Develops life cycle cost analyses of projects.
- Develops detailed proposals and justification for additional resource requirements for executive level approval.
- Provides advice on strategies in core business areas.
- Advises on the distribution of work among positions and the appropriate staffing levels and skills mix organizations.
- Drafts and edits reports and communications to senior management related to system performance and process improvement.
- Develop plans, goals and objectives for the long-range implementation, administration and change of the program.
- Develops the criteria for evaluating the effectiveness of the program.
- Prepares policy statements, and other written guidelines and recommendations.
- Develops economic evaluation of current or projected programs.

Preferred Knowledge and Skills:

- Experience in analyzing programs for process improvement, and system performance to identify needed change.
- Experience in developing proposals for projects and planning goals, and assisting with developing life-cycle cost analyses of projects.
- Skill in establishing the criteria for monitoring and evaluating the work for contracts.
- Skill in identifying problems, gathering information, drawing conclusions, recommending solutions, preparing reports, negotiating acceptance, and implementing recommendations.
- Excellent oral and written communication skills.

Applicants with one year of specialized experience at the GS-13 level who meet the basic qualifications of the position may be eligible for temporary promotion.

Application Procedure:

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

The detail opportunity is open to:

- Qualified candidates at the GS-13 grade level that have not previously held a temporary promotion position within the last 12 months.
- Qualified candidates at the GS-14 grade level.
- Public Health Service Commissioned Corps Officers.

Multiple selections may be made to fill position on a rotational basis.

Interested applicants must submit a resume, most recent copy of SF-50, and statement of interest to: CTP-Recruitment@fda.hhs.gov

Please enter **Detail: CTP, OCE/DEPRM- Management Analysis Officer GS-343-14** in the subject line of email.

Relocation expenses will not be paid.

Applications/resumes must be submitted by 5/8/2024.

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