

**REIMBURSABLE DETAIL
Center for Tobacco Products**

The Center for Tobacco Products, Office of Science is offering a Detail opportunity for a Program Analyst. Applicants at or eligible for the GS-11/12 level 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: Bargaining Unit Position

Position: Program Analyst, GS-0343-11/12

Office Location: FDA
Center for Tobacco Products
Office of Science

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

Opening Date: June 11, 2024
Closing Date: June 25, 2024

Area of Consideration: FDA-Wide

The CTP Office of Science 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.

This Detail opportunity is ideal for someone who has many innovative ideas for how to best captivate internal audiences through new and creative ways. If you are eager to learn new things and work with a dynamic team, come join the Office of Science.

Duties Include:

The incumbent performs Program Analyst duties for the Office of Science's Management Services Branch, Enhanced Talent Acquisitions Team (ETA). The following are a sample of duties:

- Discern important issues and apprise appropriate members of the organization on circumstances that might alter office procedures or outcomes.
- Plan, organize and carry out special projects and initiatives.
- Maintain several document tracking systems.
- Draft responses to correspondence received from other/higher echelons.
- Identify methodologies, processes or tools to ensure projects align with organizational objectives and customer's needs.
- Help problem solve issues and suggest ways to improve projects by performing feasible studies.

- Maintain several document tracking systems by recording all document activity for newly assigned projects.
- Research and assist with requests for recruitment and classification actions, Statements of Work (SOW) and other artifacts.
- Develop streamline improvements for existing or new office procedures.
- Identify and analyze issues, and challenges facing program functions and makes recommendations for resolving them.
- Conduct analysis of data and provide report to management.
- Perform other duties as assigned.

Desired Knowledge and Skills:

- Strong quantitative analysis skills
- Ability to effectively self-organize work and meet deadlines
- Ability to collaborate effectively and professionally
- Experience setting priorities on projects to ensure established deadlines are met.
- COR II certification preferred
- Interpersonal relationship skills to establish and maintain effective and productive working relations
- Excellent oral and written communication skills
- Excellent critical thinking and problem-solving skills

Application Procedure:

This opportunity is open to all candidates currently at or eligible for the GS-11 or GS-12 grade levels or Commissioned Corps Officers. Supervisory concurrence is required in order to accept a detail (it is NOT required to apply).

Applicants should submit the following by the closing date of the announcement:

Please enter **Detail: CTP, OS ETA Program Analyst GS-11/12 (June)** 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

Center for Tobacco Products, FDA

Detail is reimbursable.

Travel Expenses will not be paid.

Candidates must express interest by June 25, 2024.

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