

**REIMBURSABLE DETAIL/TEMPORARY PROMOTION OPPORTUNITY  
CENTER FOR TOBACCO PRODUCTS**

The Center for Tobacco Products (CTP), Office of Management (OM), Division of Human Capital (DHC) is offering a Detail opportunity for a Supervisory Program Analyst. Applicants at the GS-13/14 grades level are encouraged to apply. PHS Commissioned Corps Officers at the O4/O5 may apply. The Detail is for a period of up to 120 days. Rotational Detail opportunities may be offered. A Temporary Promotion may be considered.

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

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

**Duty Location:** Remote

**Opening Date:** October 4, 2024  
**Closing Date:** October 10, 2024

**Area of Consideration:** CTP, Office of Management

On June 22, 2009, the Family Smoking Prevention and Tobacco Control Act (Tobacco Control Act) (Public Law 111-31) was signed into law. The Tobacco Control Act granted FDA important new authority to regulate the manufacture, marketing, and distribution of tobacco products to protect the public health generally and to reduce tobacco use by minors. To carry out this responsibility, FDA established CTP. 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.

The selected employee will serve as a Supervisory Program Analyst.

**Major Duties will include:**

- Promotes public awareness of the Center's career opportunities, internships, fellowships, and student appointments.
- Manages and coordinates the Center's outreach and engagement efforts for the recruitment of highly skilled professionals.

- Provides program administration, guidance, and policy assistance to the Center managers on human resource matters pertaining to Title 42(f) and executive recruitment, performance management, and individual retention incentives.
- Provides oversight and coordination of the Pathway's Program.
- Manages the Center's wellness and employee engagement programs.

**Desired Knowledge and Skills:**

- Demonstrate skill applying a wide range of human capital concepts, practices, laws, regulations, policies, and precedents efficient to provide comprehensive management advisory and technical services on substantive organizational functions and work practices, as well as techniques for developing new or modified human capital work methods, approaches, or procedures for delivering effective human capital services across CTP.
- Analyzes the effectiveness, efficiency, and productivity of major, substantive, and professional programs, policies, issues, organizations, and work processes which have a direct effect on CTP/OM.
- Experience leading, overseeing, or managing human capital projects.
- Strong written and oral communication skills to develop and deliver reports, projects, briefings, and correspondence.

**Application Procedure:**

The Detail opportunity is open to all candidates qualified at the GS-13 and/or GS-14 grade levels or Commissioned Corps Officers (O5/O6).

Supervisory concurrence is required in order to accept a Detail; it is NOT required to apply.

**Interested applicants must submit a short statement of interest (no more than 250 words), resume, and recent copy of SF-50 via email to: [CTP-Recruitment@fda.hhs.gov](mailto:CTP-Recruitment@fda.hhs.gov).**

Please enter **Detail: CTP, OM – Supervisory Program Analyst, GS-0343-14 (October)** in the subject line of email.

Detail is reimbursable.

Relocation expenses will not be paid.

**Candidates must express interest by October 10, 2024.**

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