

**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 Analyst, GS-343-12/13. PHS Commissioned Corps officers are encouraged to apply. The Detail is available immediately for a period of 120 days.

Bargaining Unit Status: Bargaining Unit Position

Office/Duty Location: FDA
Center for Tobacco Products
Office of Management
Management & Analysis Team
10903 New Hampshire Avenue
Silver Spring, MD 20993

Opening Date: **01/27/2020**

Closing Date: **02/14/2020**

Area of Consideration: **Open to all Career/Career Conditional FDA Employees**

On June 22, 2009, the President signed the Family Smoking Prevention and Tobacco Control Act (Tobacco Control Act) (Public Law 111-31) 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 the Center for Tobacco Products (CTP).

Major Duties:

The selected employee will serve as a Program Analyst in the Office of Management, Management and Analysis Team. Duties may include:

- Planning and executing all facets of project management to include day-to-day management and oversight of the CTP Document Control Center (DCC) including serving as the Contracting Officer's Representative (COR) providing oversight to contractors and monitoring contractor performance.
- Reviewing and approving contract deliverables and contract invoices.
- Assisting with the development of acquisition packages, e.g. statements of work (SOWs) and independent government cost estimates (IGCEs).
- Analyzing and resolving difficult customer service requests involving performance, allocating resources, and workload distribution for the CTP DCC.
- Interacting with organizational leaders and staff across the organization discussing sensitive topics, such as resolving issues or coordinating services.
- Developing written materials for leadership as needed.
- Leading working group(s) that develop standard operating procedures and policies and/or enhances communication across the Center to improve the services provided by the CTP DCC.
- Providing analysis and devises solutions for complex problems, such as resolving workload management issues.

Qualifying specialized experience includes:

- Ability to communicate orally and in writing to prepare and present findings and recommendations, to prepare complex reports, and to engage others in study activities.
- Skill in the use of automated tracking systems and word processing/spreadsheet software.
- Ability to conduct analyses and recommends solutions of complex issues affecting the specialty area.
- Ability to advise others in the application of agency rules, regulations, and procedures.

Application Procedure:

This Detail opportunity is open to:

Qualified candidates at the GS-12 or GS-13 grade level; qualified candidates at the GS-11 or GS-12 grade level that have not previously held a temporary promotion position within the last 12 months, and Public Health Service Commissioned Corps Officers.

Applicants with one year of specialized experience at the GS-12 or GS-13 level who meet the basic qualifications of the position may be eligible for temporary promotion.

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

Interested applicants must submit a resume, recent copy of SF-50, and a statement of interest via email to:

Michele Quander

Michele.Quander@fda.hhs.gov

CTP Office of Management

AND

Rebecca Martin

Rebecca.Martin@fda.hhs.gov

CTP Office of Management

Travel Expenses will not be paid.

Applications/resumes must be submitted by 02/14/2020.

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