

**REIMBURSABLE DETAIL
Center for Tobacco Products
Office of Science**

The Center for Tobacco Products (CTP), Office of Science (OS), Division of Research and Knowledge Integration (DRKI), Evaluation Branch is offering a Detail opportunity to Unclassified Duties (Program Analyst) GS-0343-14. Applicants at the GS-14 level are encouraged to apply. The Detail is available immediately for a period of 120 days. Commissioned Corps Officers are encouraged to apply.

Bargaining Unit Status: **Bargaining Unit Position**

Office Location: FDA
Center for Tobacco Products
Office of Science
11785 Beltsville Drive
Calverton, MD

Opening Date: **December 20, 2022**

Closing Date: **December 27, 2022**

Area of Consideration: **FDA-Wide**

The Center for Tobacco Products (CTP), Office of Science (OS), Division of Research and Knowledge Integration (DRKI) 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 position is ideal for someone who wants to have a critical role in the organization and would enjoy the challenge of handling a variety of assignments.

Duties:

The selected candidate will serve as a Program Analyst performing administrative analytical and evaluative work to ensure effective operations with the Division. Some duties may include:

- Analyzing organizational priorities and providing a wide range of liaison services to support program and/or administrative functions;
- Serves as Contract Officer Representative (COR) for multiple research, surveillance, and evaluation contracts held, managed, and led by the Evaluation Branch;
- Managing multiple competing work priorities, ensuring quality of work and deadlines are met;
- As COR, manages the government/contractor relationship for the duration of the contract. This includes monitoring contractor performance, and effectively communicating with the technical/scientific representatives for feedback.
- As COR, and in consultation with the Technical/Scientific lead for the contract, ensures goods and services delivered are in accordance with the terms of the contract/order; and performs timely acceptance.
- As COR, and in consultation with the Technical/Scientific lead for the contract, monitors contractor performance throughout the period of performance to ensure the contract's articulated outcomes are achieved. Promptly notifies the Technical/Scientific lead for the

contract and the CO/CS if there are performance problems or questions regarding the contract/order.

- As COR, reviews and approves/rejects invoices and ensures that proper system receiving occurs when approving the invoice and receipt information is transmitted to the payment office.
- As COR, maintains a file for each assigned contract/order in accordance with the COR File Documentation Checklist.
- With guidance from supervisor, manages multiple competing work priorities, ensuring quality of work and deadlines are met.
- Evaluating new or modified content of policies and procedures specifically as it relates program operations, recommending or implementing change if needed; and
- Performing other duties as assigned.

Desired Knowledge and Skills:

- Experience assisting with or supporting tobacco research and/or tobacco program and policy evaluation studies.
- Skill in identifying problems, gathering information, drawing conclusions and recommending solutions
- Ability to convey concepts in a concise, non-technical manner to a general audience.
- Current COR II certification
- Experience serving as a COR for tobacco regulatory science research projects.
- General knowledge and expertise related to contract management and contract oversight
- Excellent organizational skills;
- Skill in working collaboratively in a team environment; and
- Excellent oral and written communication skills.

Application Procedure:

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

The detail opportunity is open to all qualified candidates at the GS-14 grade levels and equivalent USPHS Commissioned Corps Officers.

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

Molly Quesenberry
Program Analyst
Office of Management, Center for Tobacco Products, FDA
Molly.Quesenberry@fda.hhs.gov

Detail is reimbursable.
Travel Expenses will not be paid.

Candidates must express interest **by December 27, 2022**

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