

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

The Center for Tobacco Products (CTP), Office of Science (OS), Evaluation Branch is offering a Detail opportunity to Unclassified Duties (Public Health Analyst), GS-0685-14. 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. A temporary promotion will not be considered.

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-CTP**

The Center for Tobacco Products (CTP), Office of Science (OS), Division of Population Health Science 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 Public Health Analyst providing program management and contract management and oversight (including serving as COR) to support research, surveillance, and evaluation projects led by the Branch. Duties may include:

- Serves as Contract Officer Representative (COR) for multiple research, surveillance, and evaluation contracts held, managed, and led by the Evaluation Branch.
- 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, and in consultation with the Technical/Scientific lead, coordinates changes needed to the contract/order (option exercises, changes to SOW, etc.) with the CO/CS and ensures that required documentation is complete, by established deadlines, and conforms with all applicable regulations and OAGS policies.
- CORs designated as an Assessing Official's Representative (AOR) within the Contractor Performance Assessment Reporting System (CPARS) must document the contractor's performance completely and in a timely manner (at project completion and/or, yearly if longer than a year) 90% of the time, using CPARS Quality and Narrative Writing guidelines, no later than 10 days after the end of the reporting period. CORs assigned to actions not requiring CPARS evaluation must be able to document the vendor's performance in order to exercise options and/or respond to queries regarding the contract/order.
- 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.
- Performing other duties as assigned.

Desired Knowledge and Skills:

- 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.
- Experience supporting and collaborating with scientists planning and implementing tobacco regulatory science research across a range of disciplines, e.g., social science, health science, surveys, surveillance, evaluation
- Skill in identifying problems, gathering information, drawing conclusions and recommending solutions
- Ability to convey contract management concepts in a concise, non-technical manner to scientific staff who may or may not have expertise in government contract management
- Excellent organizational skills
- Excellent time management skills
- Skill in working collaboratively in a team environment
- 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 candidates at the GS-14 grade level or 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:

Please enter **Detail: CTP, OS/DRKI/Evaluation Unclassified Duties (Public Health Analyst) GS-0685-14 (December)** in the subject line of e-mail.

Molly Quesenberry
Program Analyst

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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