

United States Department of Health and Human Services
Office of the Assistant Secretary for Preparedness and Response
Office of Financial Planning and Analysis
Management Assurance Division

Position Details:

- Management Analyst
- Management Assurance Division (MA)
- Office of Financial Planning and Analysis (OFPA)
- Assistant Secretary for Preparedness and Response (ASPR)

About Management Assurance:

MA is the integration of the activities, plans, and policies designed to provide reasonable assurance that ASPR will achieve its objectives and mission. Areas of analysis include:

- Capabilities needed to develop and purchase the necessary vaccines, drugs, therapies, and diagnostic tools for public health medical emergencies
- Development of operational plans, analytical products, and training exercises to ensure the preparedness of the Federal Government and the public to respond to and recover from domestic and international public health and medical threats and emergencies

Program Details

- Semester long program from September to December
- Full or Part-time position
- The FPA internship program is an unpaid experience but the opportunity exists for one to receive academic credit with their institution if acceptable by that institution

Duties:

- Assist senior division staff in the evaluation of ASPR's business processes and programs in support of the Office of Management and Budget's (OMB) internal controls requirements and the Secretary's Program Integrity (PI) initiative
- Analyze and evaluate management practices and methods, and administrative operations of ASPR programs and support functions
- Identify and analyze issues, problems, and challenges facing ASPR
- Determine program level of efficiency and effectiveness, and make recommendations on whether to retain, modify, or eliminate them
- Advise managers and program officials on management policies and procedures
- Prepare reports and brief results and recommendations to senior management
- Formulate and recommend additional policies or procedures, or modifications to improve the efficiency and effectiveness of current managerial operations

- Resolve functional conflicts and internal problems and recommend new approaches as necessary

Desired Skills and Qualifications:

- Knowledge of the theory and principles of management and organization
- Knowledge of a wide range of qualitative and/or quantitative data analysis methods
- Skill in Microsoft suite of programs
- Skill in written and oral communication
- Upbeat, team-oriented, and collaborative approach is a must

Please be prepared to submit, your resume, cover letter, transcript, and current letter of good standing from your educational institution as your application packet. Thoroughly read through each of the requirements to determine if other supporting documents are necessary. Please submit application package via email to Leondra Ray @ Leondra.Ray@hhs.gov with the job title that you are applying listed in the subject line.