

# Associate Director - IT Project/Program Manager

Job ID  
REQ-10002029  
Sep 03, 2024  
Czech Republic

## Summary

Our Novartis IT team in Prague is looking for a strong IT Project/Program Manager. This role will be part of a team accountable for the global IT Procurement Landscape.

## About the Role

### Major accountabilities:

- **Your responsibilities include, but are not limited to:**
  - Manage the design, deployment and delivery of projects of complexity (determined by budget, timeline and stakeholder), providing IT solutions that meet business requirements.
  - Direct project teams (externals) and maintain control of progress, quality, and budget to meet the desired business objectives.
  - Setup and run all project related meetings and maintain the record of actions, decisions, issues, risks and act the primary point of contact for all project related escalations.
  - Ensure a smooth transition to operations and the optimal planning and execution of all activities associated with a release.
  - Manage the delivery of internal and outsourced projects from project initiation to transition to operations.
  - Ensure effective use of resources and project management methods, tools and practices Deliver projects on time and within budget and to meet the desired business objectives.
  - Own project status, issues and risks through appropriate channels / tools and ensures that 1/3 these are reported back to agreed project governance (e.g., Steering Committee) with focus on required actions, ownership, and risk management.
  - Accountable to ensure adherence with Security and Compliance policies and procedures within Project Management service scope.
  - Collaborate effectively with other teams, DDIT Functions and Domains in the organization, as well as strategic suppliers providing services to the project.

## Role Requirements

- University degree in Informatics, Computer Sciences, business or similar
- Over 8 years of business/IT broad experience in a global Pharma company (including at least 3 years local site experience)
- Demonstrated leaderships skills, with over 5 years management experience within a global matrix organization
- Ideally knowledge of Procurement Technology landscape e.g. SAP, Ariba, Fieldglass
- Novartis Project Management, (Ice Methodology) expertise is **required**

- Ability to communicate & align with internal and external key stakeholders
- Savvy in IT process, best practices & standards, e.g. ITIL, ICE, Agile
- GxP / SOX: sound knowledge of validation practice and Financial and IT control standards
- Business acumen with legal and commercial awareness of global deals/contracts

## **Why Novartis:**

**Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: <https://www.novartis.com/about/strategy/people-and-culture>**

## **Join our Novartis Network:**

**If this role is not suitable to your experience or career goals but you wish to stay connected to learn more about Novartis and our career opportunities, join the Novartis Network here: <https://talentnetwork.novartis.com/network>**

## **Accessibility and accommodation:**

**Novartis is committed to working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to receive more detailed information about the essential functions of a position, please send an e-mail to and let us know the nature of your request and your contact information. Please include the job requisition number in your message.**

**Why Novartis:** Helping people with disease and their families takes more than innovative science. It takes a community of smart, passionate people like you. Collaborating, supporting and inspiring each other.

Combining to achieve breakthroughs that change patients' lives. Ready to create a brighter future together?

<https://www.novartis.com/about/strategy/people-and-culture>

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<https://talentnetwork.novartis.com/network>

**Benefits and Rewards:** Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

Division

Operations

Business Unit

CTS

Location

Czech Republic

Site  
Prague  
Company / Legal Entity  
CZ02 (FCRS = CZ002) Novartis s.r.o  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No  
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