

Functional Trainer Finance and Procurement

Job ID
REQ-10037203
Jan 27, 2025
Czech Republic

Summary

The Trainer supports the Training Needs Analysis, development and delivery of learning and knowledge content within their respective pillar. Works closely with Functional Trainers to identify common and holistic learning requirements identified across the program, performing Change Management for their Pillar to develop the Training Needs Analysis for their respective functional area. Agrees the Training Curriculum and Course Outlines with their Pillar and E2E counterparts, prior to any content being developed

About the Role

Key Responsibilities:

Your responsibilities include, but are not limited to:

- Supporting the development of the global Training Needs Analysis for respective function
- Developing global Training Curriculum, including course outlines for respective function
- Supporting the facilitation of the TNA and curriculum sign off for respective function
- Creating global learning content for respective function, including required variants where applicable
- Creating course outlines – ILT, eLearning and VILT
- Tracking and reporting of the global learning content development for respective function
- Participating in the train-the-trainer program for respective function
- Developing learning requirements to deliver training, e.g. data requirements, business scenarios, SAP environment configuration, refresh strategies, workbooks on country/local level

Essential Requirements:

- Bachelor or Master's degree in Business and Economics or equivalent
- Some years of experience in training field
- Project management, experience of managing multiple complex projects at the same time
- Experience in SAP, Excel
- Proficiency in rapid development eLearning tools, such as Articulate Storyline, Captive etc, would be advantageous
- Strong consulting, facilitation and business partnering skills

You'll receive:

Monthly pension contribution matching your individual contribution up to 3% of your gross monthly base salary; Risk Life Insurance (full cost covered by Novartis); 5-week holiday per year; (1 week above the Labour Law requirement); 4 paid sick days within one calendar year in case of absence due to sickness without a medical sickness report; Cafeteria employee benefit program – choice of benefits from Benefit Plus Cafeteria in the

amount of 17,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); MultiSport Card, Employee Shares Purchase Plan

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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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

Innovative Medicines

Location

Czech Republic

Site

Prague

Company / Legal Entity

CZ02 (FCRS = CZ002) Novartis s.r.o

Alternative Location 1

Hyderabad (Office), India

Functional Area

Human Resources

Job Type

Full time

Employment Type

Regular

Shift Work

No

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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 di.cz@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

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