

# Manager, Public Affairs & Policy

Job ID  
REQ-10041134  
Feb 19, 2025  
México

## Resumen

~Dirigir o apoyar actividades/proyectos de Asuntos Públicos más importantes, para ayudar a los objetivos comerciales en el área de responsabilidad.~Participación de los interesados en el área de responsabilidad.  
~Apoyar a los directivos de PA para alcanzar los objetivos comerciales.

El cargo se enfoca en un área específica de asuntos públicos O en la implementación operativa y estratégica de asuntos de gobierno a nivel regional/país.

## About the Role

### Key responsibilities:

- Provide support to Public Affairs and Policy and Corporate Managers, as well as senior country management, to effectively build and manage Novartis' external reputation, to participate in and lead policy-relevant debates.
- Contribute to the creation, review and publication of policy documents, promotional materials, training materials.
- Advise and prepare briefs for senior management.
- Develop evidence and policy endorsements (reports, audits, surveys) that support priority brands/issues.
- Collaborate with business positions to provide key support in tasks related to the market (e.g., stakeholder management).
- Work with external partners such as think tanks, industry groups and other external parties.
- Team member in specific projects, direct projects. more boys.
- Monitor and provide updates to the company on external policies and political developments (federal and state).
- Ensure the perfect exchange of information with corporate officials and global public affairs.
- Develop strong relationships by working together.
- Design and maintain platforms, tools and foundations that support PA in general.
- Notification of technical complaints/adverse events/special case scenarios related to Novartis products within 24 hours of receipt
- Distribution of marketing samples (where applicable)

### Key Performance Indicators

- Level of support to influence the policy agenda in the assigned area - alignment with NVS policy
- Quality of the documents prepared (presentations, etc.)
- Seamless operation of key processes

- High quality delivery of expected project results
- Quality and knowledge of the support provided
- Recognition of effective collaboration
- Evidence of high technical agility

### **Requirements:**

- Bachelor's degree
- 5+ years of experience in public policy
- Management and execution of operations
- Project management
- International collaboration
- English proficiency

### **Skills**

~Business Networking

~Media

~Corporate Communication

~Curiosity

~Marketing

~Media campaigns

~Media relations

~Access to Microsoft

~Press releases

~Prioritization

~Public Affairs

~Social Networks

### **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>

### **Commitment to Diversity and Inclusion**

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

**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>

**Join our Novartis Network:** Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up:

<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>

División

International

Business Unit

Innovative Medicines

Ubicación

México

Sitio

INSURGENTES

Company / Legal Entity

MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.

Functional Area

Communications & Public Affairs

Job Type

Full time

Employment Type

Regular

Shift Work

No

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## Ajustes de accesibilidad

Novartis tiene el compromiso de trabajar y proporcionar adaptaciones razonables para personas con discapacidad. Si, debido a una condición médica o discapacidad, necesita una adaptación razonable para cualquier parte del proceso de contratación, o para desempeñar las funciones esenciales de un puesto, envíe un correo electrónico a [tas.mexico@novartis.com](mailto:tas.mexico@novartis.com) y permítanos conocer la naturaleza de su solicitud y su información de contacto. Incluya el número de posición en su mensaje.

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