

Senior Project Manager

Job ID

REQ-10029258

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Résumé

The Project Manager overseeing the implementation of the Workforce project drives the project team across all phases of implementing a new Time & Attendance system in select countries. Their primary responsibility is to ensure the successful implementation of the Time & Attendance system in the respective country/countries while maintaining uninterrupted current processes and Time Service offerings. This achievement will contribute to an improved employee experience and provide seamless reporting and analytics capabilities to Time Services management.

About the Role

This contract is for limited period of time 12 months.

Key Responsibilities:

- Responsible for the overall project management and for establishing an country implementation project team with different work streams (People Services, IT, Communications, Time Services, etc.)
- Align with each of the work stream leads in the country implementation project team to ensure their area specific progress is made and the solution is implemented in the expected manner.
- Facilitates required ceremonies to ensure full team alignment. Identifies and drives continues improvement within the project team. Facilitates project team meetings and other day-to-day activities as required by the team.
- Ensures the project team is fully functional, cooperating, and productive.
- Administers and manages business relationships with external consultants, IT and the implementation partner ensuring they meet their project obligations.
- Coordinate tasks and ensure close collaboration and communication with local implementation roles in case there is a need to facilitate local requirement collection.
- Responsible for stakeholder management at country level
- Coordinate with the local HCM implementation project team to align on the implementation strategy and provide updates on the progress of the project. Keep abreast with the progress of the HCM project and look for synergies on parallel processes/project which might have impact on the T&A Transformation.

Key Requirements:

- Masters Degree in IT with 3+ years of experience in HR/P&O IT projects or Bachelors degree in HR with 5+ years of experience in Project Management, and intermediate experience in HR/P&O.
- Should have advanced project management experience in delivering large-scale HR IT projects globally along with strong people management skills.
- Knowledge of Time & Attendance and compensation topics in multiple countries and experience in process reengineering
- Ability in successfully manage multiple competing priorities simultaneously
- Strong collaboration & influential skills. Agile practices and mindset
- Proactive thinking, continuous improvement mindset

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 12,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); Public Transportation allowance; MultiSport Card, Employee Share Purchase Plan. Find out more about Novartis Business Services: <https://www.novartis.cz/>

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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 any order to receive more detailed information about essential functions of a position, please send an e-mail to inclusion.switzerland@novartis.com 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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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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