

Senior Consultant - PMO

Job ID
REQ-10009634
Sep 27, 2024
Czech Republic

Summary

Location: Prague, Czech republic #LI-Hybrid

The primary responsibility of the Senior Consultant - PMO is to provide leadership to the Program team in projects and operational tasks. The position holder ensures full transparency of ongoing projects progress.

The role is responsible for program management & coordination within the Strategy department e.g. supporting work streams, providing project execution support and planning support. The role provides leadership to programs and large scale transformations by providing guidance, monitoring compliance with project milestones, risks and issues and reporting on program/project status, governance and frameworks at all levels of the program.

About the Role

Key Responsibilities:

- Coordinate the team throughout all project management phases
- Manage communication with external and internal stakeholders (clients, sponsors, executives, etc.)
- Organize and participate in client meetings
- Collaborate with the sponsor
- Ensure compliance with client requirements and business needs
- Ensure customer satisfaction
- Bring together all company units to meet client demands
- Create a detailed project management plan and other project documents
- Guide incoming and outgoing project files and provide solutions to project-related issues
- Set the strategic direction of all projects, define the project's scope, Set milestones and deadlines
- Create budget and revenue estimates and manage project resources and their costs
- Assign, prioritize, and supervise project tasks (task management)
- Implement and manage changes; Identify, prevent, and manage risks
- Track project performance using appropriate KPIs, metrics, tools, and technique

Essential Requirements:

- Bachelors in either a Science, Business, or Economics
- Certified in PMP or Agile/Scrum or PRINCE2 is required.
- Pharma industry experience is a plus but not required
- 6-10 years' experience in Project & Program Management and Change Management, collaborating across different divisions and geographies

- Prioritizing and planning, analyzing business requirements, communicating with different customer groups, and managing senior stakeholders

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 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. Find out more about Novartis Business Services: <https://www.novartis.cz/>

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>

Division

Operations

Business Unit

CTS

Location

Czech Republic

Site

Prague

Company / Legal Entity

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

Functional Area

BD&L & Strategic Planning

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.

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