

# Global Program Manager TechOps Indirect Procurement

Job ID  
REQ-10022920  
Oct 10, 2024  
Czech Republic

## Summary

The Program Manager supports the Procurement leadership team by leading cross-category and cross-divisional activities that drive maximum productivity, properly allocate procurement resources, drive effective strategy and tactics and ensure professional communication and execution of procurement projects and activities globally. The role is accountable for partnering with a global Procurement tower for the management of a project portfolio.

He/she is also responsible to ensure that global Procurement transformation will be effectively implemented and meet objectives associates' commitment and engagement. The role is also responsible to ensure delivery of measurable value for Novartis, through proper project management related to the transformation of Procurement's function.

## About the Role

### Major accountabilities:

- Creating Procurement vision based on insights into procurement leading practices and experience in strategy development. Linking Procurement strategy to Novartis' overall strategy and conveying it clearly to the organization.
- Accountable for partnering with a global Procurement tower for the management of a project portfolio.
- Aligning strategies to measurable target and clearly conveying them to the organization.
- Managing data analysis and reporting, e.g. analyzing spend, demand, supply markets and competitors. Extracting, cleansing and consolidating information to fact-based insights for further usage e.g. in category strategies.
- Ability to navigate procurement tools. Expertise in the procurement data structure and procurement classification system for material, services, and suppliers.
- Expertise in the driving continuous improvement of procurement content and automation.
- Procurement KPIs (performance, price and demand development): excellent in navigating in Procurement KPIs related to market insights, price and demand development as well as procurement's performance.
- Project management & planning: planning, organizing and managing projects taking into account priorities, resources, budgets, issues and constraints to achieve desired results; defining clear project scope and objectives; utilizing software and tools to plan, track and report status.
- Change management: Embracing and shaping change as well as knowledge how to overcome challenges. Applying systematic change management methods to facilitate change.
- Relationship management and business partnering: achieving results by proactively building long-term,

sustainable and effective relationships, understanding the stakeholder landscape and demonstrating political astuteness across business structures and networks.

### **Minimum Requirements:**

- University/Advanced level degree needed.
- >10+ years of experience in large multinational organization.
- 5-7 years of experience working in large international company.
- 3-5 years of relevant business experience.
- Experience with procurement operations and project management.
- Experience in reporting & analytical tools (SAP BW, MS Access and MS Excel).
- Experience in managing diverse teams.
- Able to navigate with diverse stakeholders in a matrix organization and across geographies and cultures.
- ~Strong communication & project management skills.
- Master's Degree/other advanced degree in Business, Finance, Economics or similar is preferred.
- Additional qualifications (CIPS, Project Management, etc.) or similar professional qualifications preferred.

**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>

**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.

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**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>

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CZ02 (FCRS = CZ002) Novartis s.r.o  
Alternative Location 1  
Hyderabad (Office), India  
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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](mailto: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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