

Global Program Manager Real Estate & Facilities Services (REFS)

Job ID
REQ-10052540
Jun 24, 2025
Czech Republic

Summary

Job Title: Global Program Manager, REFS

#LI-Hybrid
Primary Location: Prague, Czech Republic
Other Locations: Barcelona, Spain; Hyderabad, India

As a Global Program Manager in REFS, you'll transform Novartis' Real Estate & Facilities Services (REFS) into a dynamic, managed operating model—delivering operational excellence, financial efficiency, and strategic control. This is your opportunity to lead complex, cross-functional programs with the ambitious goal to achieve excellence in customer experience and productivity. Ultimately strengthening Novartis's control over supplier performance, cost transparency and compliance enabling a scalable, future ready REFS model aligned with enterprise digital maturity goals. If you're passionate about creating value, driving change, and making a difference at scale, this role is for you.

About the Role

Key Responsibilities:

- Align project strategy with REFS and Novartis enterprise goals, adapting plans as needed
- Develop and maintain integrated project plans, ensuring timely delivery of milestones
- Drive best practice program management to enhance workplace experience and operational success
- Engage senior leaders and stakeholders with transparent, timely communication and
- Drive the resource allocation of across global functions and regions, ensuring seamless transition and minimal disruption.
- Orchestrate cross-functional collaboration across Procurement, Finance, Legal, P&O and REFS teams to internalize key processes and roles.
- Oversee the implementation of new systems and ensure alignment with REFS' data-centric vision.
- Identify and assign owners for managing P&O, Legal, Financial, and identify operational risks, including liabilities and contract transitions.

- Ensure timely execution of regional hiring plans and onboarding of new resources

Essential Requirements:

- MBA with a bachelor's degree or equivalent professional experience PMP certification (or similar) preferred but not necessary.
- Proven success leading large-scale, complex international and multidisciplinary project teams
- Strong background in pharmaceutical industry operations, ideally in REFS/Facilities
- Advanced expertise in leadership, project management, and communication strategy
- Excellent written and spoken English; additional languages are a plus
- Proven ability to influence senior stakeholders and drive cross-functional alignment

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); Company car / Car Allowance; MultiSport Card, Employee Share Purchase Plan. Find out more about Novartis Business Services: <https://www.novartis.cz>

Accessibility and accommodation

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.

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
Alternative Location 1
Barcelona Gran Vía, Spain
Alternative Location 2
Hyderabad (Office), India
Functional Area
BD&L & Strategic Planning
Job Type
Full time
Employment Type
Temporaneo (tempo determinato)
Shift Work
No
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2. <mailto:di.cz@novartis.com>
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6. https://novartis.wd3.myworkdayjobs.com/it-IT/Novartis_Careers/job/Prague/Global-Program-Manager-Real-Estate---Facilities-Services--REFS-_REQ-10052540
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