

Global P&O Senior System Expert (18 Months Assignment)

Job ID

REQ-10053668

Jun 05, 2025

Malaysia

Summary

Location: Selangor #LI Hybrid

- To manage HR Core Data Archival and HR Core Decommission Projects
- To manage operational tasks and activities and develop P&O processes aligned with global P&O strategy, principles and guidelines to a dedicated client group, supporting the implementation of processes and services

About the Role

Major accountabilities:

- Drive HR Core Data Archival and HR Core Decommission Projects
- Be the Point of Contact for countries to ensure they are ready to be decommissioned from HR Core
- Ensure the operational conversion of the P&O Services and P&O strategic goals within a dedicated client group.
- Coordinate and support processes and standards for all P&O Services aspects (e.g. services, processes, continuous improvement) in close cooperation with the respective Practice Networks and IT as required - Manage the delivery of services and processes to customers/users and conduct assessments of processes to identify areas of improvement and define solutions that deliver business value.
- Support periodic cost and efficiency analyses to support productivity objectives.
- Deliver and present key data to supervisor and provide advice and support in data analysis and evaluation
- Provide support for coaching the organization on P&O processes related to P&O Services
- Support / participate in budget planning discussions, SLA process.
- Participate or lead P&O Services Projects at country or BU level.
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt -Distribution of marketing samples (where applicable)

Minimum requirements

- Bachelor's Degree or equivalent.
- At least 8 years of Experience preferably in System Life cycle.
- Experience in reporting and excel.
- Skilled in collaborating with diverse teams and functions globally.
- Ability to navigate ambiguity with ease.
- Demonstrates proactiveness and resourcefulness.

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Division

People & Organization

Business Unit

Universal Hierarchy Node

Location

Malaysia

Site

Selangor

Company / Legal Entity

MY01 (FCRS = MY001) Novartis Corporation (Malaysia) Sdn. Bhd. (19710100054)

Alternative Location 1

Hyderabad (Office), India

Functional Area

Human Resources

Job Type

Full time

Employment Type

Regular

Shift Work

No

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