

Manager, Program Excellence – (IS, MRC)

Job ID

REQ-10056036

Jun 24, 2025

Mexico

Summary

The Manager, Program Excellence Supports the Director, Evidence Generation Program Excellence in the management and prioritization of USMA departmental applications/functions. Responsible for department level activities as assigned with a tactical approach, which requires the ability to multi-task on a wide spectrum of activities with an overall clinical trial operational focus.

About the Role

This role is based in Mexico City, Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

Key Responsibilities:

- Manage and execute the medical review of all concepts/project plans, and protocols for the US-MA organization.
- Support the development, update and presentation of training materials related to clinical trial process.
- Assist with the oversight of revising/implementation of trial submission processes. This includes but not limited to QC of all concept submissions, workflow tracking across review process, tracking milestones from submission to final approval/rejection.
- Work with clinical teams and information technology to identify, prioritize and resolve issues. This includes being the first line support and providing timely response of questions and required reports.
- Aid the implementation of innovative, transformative and sustainable solutions to accelerate data generation activities. Understand trial prioritization and be able to assist teams with questions related to prioritization.
- Work with the Director, Evidence Generation Program Excellence to help project teams define and provide clarity on business process and business requirements for prioritization and metrics tracking.
- Supports the development of the project plan for annual prioritization activities including open research questions (ORQs).

Essential Requirements:

- Advanced English, level C1 – C2
- Candidate must have 5 years project management, technical, and operational experience and 3 years working directly in clinical trial execution with country and/or global experience.
- Bachelor's degree in scientific or healthcare discipline is preferred, (preference for sciences).
- Experience with running and managing critical business meetings with multiple cross functional stakeholders.
- Experience with Pleasereview is recommended.

- Proven ability to work independently and ability to collaborate and work effectively in teams.
Demonstrated ability to support multiple projects.

Commitment to Inclusion

Novartis is committed to building an outstanding, inclusive work environment and diverse teams representative of the patients and communities we serve.

Novartis is committed to work with and provide reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to tas.mexico@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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Division

Operations

Business Unit

Universal Hierarchy Node

Location

Mexico

Site

INSURGENTES

Company / Legal Entity

MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular

Shift Work

No

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Accessibility and accommodation

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