

Program Excellence (Data Management)

Job ID
REQ-10056037
Jun 24, 2025
Mexico

Summary

The Manager, Program Excellence – Data Management provides tactical support for the US Clinical Sciences line function organization within US Medical Affairs. Represents USMA to the Global project teams, aligns processes, tools and systems within USMA programs, and acts as the single point of contact for the relevant stakeholders in USMA. Should have experience with creating and managing dashboards and platforms with Power BI. Additionally, should have experience with providing AI solutions to organize, maintain, and translate large data sets.

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:

- Serves as SME for Local/Global systems (e.g., GEMS, HORIZON, SUBWAY, CONNECT, etc.) processes.
- Supports governance team with third party monitoring activities (i.e., Internal Monitoring Process for Manage Access Programs (MAPs) and Investigator Initiated Trials (IITs)).
- Actively champions end-to-end oversight and continuous process improvement. Supports alignment of trial process with relevant future forward system implementations.
- Drives the implementation/enhancement of clinical systems, internal business controls and related training locally.
- Communicates all key system and technology updates to Evidence Generation from the function to identified stakeholders across multiple US and partner functions.
- Responsible for generating reports on US programs to Head/Executive Director, Evidence Generation Excellence. May be involved with special projects and work streams related to the Clinical Sciences line function.
- Design, develop, and maintain comprehensive BI solutions using Power BI to provide real-time reporting, dashboards, and visualizations.
- Collaborate with business stakeholders to gather and understand business requirements, translating them into technical specifications and scalable solutions.
- Develop and automate workflows using Power Automate to streamline and optimize business processes.

Essential Requirements:

- Advanced English, level C1 – C2
- Candidate must have 3-5 years working directly in clinical trial execution with country and/or global

- experience preferred. 3+ years of experience in Power BI development.
- Bachelor's degree in scientific or healthcare discipline is preferred, (preference for sciences).
- Certification in Power BI is required.
- Proficiency in Power BI development, including DAX queries, Power Query, data modeling, and custom visuals.
- Strong experience with Power Apps development, including building and deploying custom business applications. Extensive experience with Power Automate to design and implement automated workflows.
- Strong computer skills (Microsoft Excel, Word, etc.).
- Knowledge of project reporting tools preferred. Strong knowledge of cross functional systems/tools. Strong technical background, experience in developing and maintaining BI solutions, and the ability to collaborate with stakeholders to meet business needs.
- 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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