

Consultant - PM/PMO

Job ID
REQ-10010539
Jul 02, 2024
India

Summary

About the role : The role is responsible for program management & coordination within the Strategy department e.g., supporting work streams, providing project execution support and planning support. The role supports programs and large-scale transformations by providing guidance, monitoring compliance with project milestones, risks and issues and reporting on program/project status at all levels of the program.

About the Role

Key Responsibility

- The primary responsibility is to support the Program team in projects and operational tasks. The position holder ensures full visibility of ongoing projects progress.
- Assist in the development of plans for a project, including the schedule, the budget, outlining the duties of each team members, identifying project goals, and setting a timeline for the project.
- Assist the leads and the team in operational tasks, such as project coordination, organization of key multi-stakeholder meetings, etc.
- Closely supervise each project they handle to ensure that projects remain on track, meet deadlines, stay under budget, and develop according to plan.
- Assist the PMO Lead/Manager, Change Lead in activities and initiatives to improve capability, including developing training material, communications, and the analysis of information.
- Regularly update program risks, assumptions, issues, and dependencies (RAID) logs

Essential Requirements:

- Masters in either a Science, Engineering, or IT with and MBA (or equivalent).
- Certified in PMP or Agile/Scrum or PRINCE2 is required.
- 5-10 years' experience in Project Management collaborating across boundaries and Geographic Scope.
- Hands on experience in areas of project management tools & methodologies
- Ability to lead medium scale projects independently.
- Partners with stakeholders to co-create value.
- Constantly in search of ways to develop, learn and apply knowledge and expertise to meet current and anticipate future challenges.

Desirable Requirements:

- Capable of working on individual assignments as per the allocation
- Pharma domain experience

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>.

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Division

Operations

Business Unit

CTS

Location

India

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

BD&L & Strategic Planning

Job Type

Full time

Employment Type

Regular

Shift Work

No

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