

# Senior External Workforce Management PMO

Job ID  
REQ-10021583  
Sep 20, 2024  
Czech Republic

## Summary

The Sr. Global Project Manager supports the External Workforce Management (EWM) program team by leading cross-functional activities that drive maximum productivity, properly allocate resources, drive effective strategy and tactics and ensure professional communication and execution of projects and activities globally.

## About the Role

### Key Responsibilities:

- Shapes global portfolio through broad expertise and thought leadership
- Project management & planning: planning, organizing and managing projects taking into account priorities, resources, budgets, issues and constraints to achieve desired results; defining clear project scope and objectives; utilizing software and tools to plan, track and report status.
- Contributes to creating EWM vision based on advanced insights into leading practices and experience in strategy development. Linking to Novartis' overall strategy and conveying it clearly to the organization.
- Ensuring that the project management processes and guidelines are followed in all projects and any deviations are appropriately addressed.
- Is responsible for ensuring resources are effectively managed and allocated across the projects. This includes physical resources, human resources, and budgeting.
- Participating in and / or leading financial discussions. Applying financial knowledge to participate actively, e.g. in budgeting process, including tax aspects in sourcing strategies and structuring sophisticated deals with ecosystem partners.

### EWM KPIs tracking and monitoring

- Embracing and shaping change as well as knowledge how to overcome challenges. Applying systematic change management methods to facilitate change.
- Relationship management and business partnering achieving results by proactively building long-term, sustainable and effective relationships, understanding the stakeholder landscape and demonstrating political astuteness across business structures and networks.
- Coordinates the activities of assigned team members & provides. May manage staff often including external suppliers.

## Minimum Requirements:

- 5 - 7 years of experience working in large international company.
- 3 - 5 years of relevant business experience.
- Experience with operations roles and project management.
- Experience with External Workforce Management concepts
- Experience in reporting & analytical tools (SAP BW, MS Access and MS Excel).
- Experience in managing diverse teams.
- Professional level of English, both written & spoken

## 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 12,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); 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 any order to receive more detailed information about essential functions of a position, please send an e-mail to [inclusion.switzerland@novartis.com](mailto:inclusion.switzerland@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

People & Organization

Business Unit

CTS

Location

Czech Republic

Site

Prague  
Company / Legal Entity  
CZ02 (FCRS = CZ002) Novartis s.r.o  
Alternative Location 1  
Dublin (Novartis Corporate Center (NOCC)), Ireland  
Functional Area  
Human Resources  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No  
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Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

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