

# Associate Director Program Management

Job ID  
REQ-10027746  
Dec 03, 2024  
Czech Republic

## Summary

You will direct and monitor program release teams by having oversight of status against plans to meet the desired business objectives. Setup and run all program / release related integrated planning meetings and maintain the record of KPIs against various levels of program integrated plan by being primary point of contact for release level plans and working closely with program leadership team.

## About the Role

### Major accountabilities:

- Manage and maintain Program roadmap and release plans (key activities, deliverables, and milestones).
- Understand the interdependencies in integrated program plan spanning across releases and identify bottlenecks and impacts triggered by plan changes.
- Facilitate plan changes, their impacts and manage their endorsement at various program executive levels.
- Work closely with Release and workstream leads with relation to planning topics.
- Work closely with KPI team to report progress against the plan.
- Ensure sufficient awareness of the plan including ownership of SW tools related to planning.
- Be an active member of Program PMO team, look for improvements and simplifications.
- Keep up to date plans with key activities, dependencies and milestones.
- Stakeholder satisfaction
- Maintaining awareness of the plans across various teams within the program

### Minimum Requirements:

### Work Experience:

- Project/program management experience, leadership of E2E IT project delivery
- Exposure to analytical roles (IT or BU)
- Experience with ERP systems or from Pharma industry is a plus
- Change Management, Decision Making Skills and Project/Program Management.
- Project Risk Management, Project Team Management and Stakeholder Engagement.
- Advanced interpersonal skills
- Ability to work under pressure, meeting the deadlines.
- Analytical thinking. Ability to learn fast in complex and evolving environment.
- Advanced user of MS Project , MS Office, Jira is a plus

## Why consider 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>

### Commitment to Diversity and Inclusion:

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Join our Novartis Network: If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here:

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**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

CTS

Location

Czech Republic

Site

Prague

Company / Legal Entity

CZ02 (FCRS = CZ002) Novartis s.r.o

Alternative Location 1

Hyderabad (Office), India

Functional Area

Technology Transformation

Job Type

Full time

Employment Type

Regular

Shift Work

No

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