

# Japan Program Head (Immunology)

Job ID

REQ-10049721

Apr 24, 2025

Japan

## Summary

-Defines and drives scientifically sound and business driven project strategy. Reviews, manages, proactively challenges, and controls status of projects operations of the programs and budgets; manages schedules and may prepares status reports. Guides and leads the team in achieving the goals of the program including issue identification, resolution and contingency planning. Assesses project issues and develops resolutions to meet productivity, quality, and stakeholders goals and objectives. Develops mechanisms for monitoring project progress and for intervention and problem solving with team members and line managers. Acts as liaison with alliance partners and thought leaders external to the company. Interfaces with stakeholders to ensure requirements are met.

## About the Role

### Major accountabilities:

- Responsible for the operational management of the assigned projects or family of projects -Provide planning and operational support to project teams -Ensure execution of project plans -Manage inter functional project plan and budget using the Project Planning tool or System -Identify issues and potential bottlenecks within projects and proposes options -Contribute to scenario generation with the aid of the Project Planning System -Maintain the project plan and project documentation -Consolidate and tracks project termination plans -Establishes operational objectives and work plans, and delegates assignments to subordinates.
- Senior management reviews objectives to determine success of operation.
- Regularly interacts with senior management or executive levels on matters concerning several functional areas, divisions, and/or customers.
- Implements strategic policies when selecting methods, techniques, and evaluation criteria for obtaining results.
- Establishes and assures adherence to budgets, schedules, work plans, and performance requirements.
- Contributes to and often leads the development of departmental goals and objectives.
- Represents area as core member in the Global Project Teams for defining global scientific strategy for development up to submission and approval in major markets of assigned product(s).
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt -Distribution of marketing samples (where applicable)

### Key performance indicators:

- Timely delivery of project as defined -Project delivery and tracking to meet project budget Operational excellence -Successful project execution -Customer Feedback -Scientific exchange, including internal & external publications/presentations, invited lectures

**Minimum Requirements:****Work Experience:**

- Cross Cultural Experience.
- Functional Breadth.
- Project Management.
- Regulatory Submissions.
- Operations Management and Execution.
- Collaborating across boundaries.

**Skills:**

- Adaptive Strategy And Innovation.
- Clinical Research.
- Cross-Functional Teams.
- Drug Development.
- Financial Management.
- Interpersonal Communication Skills.
- Microsoft Project.
- Npd (New Product Development).
- PMI (Project Management Institute).
- PMP (Project Management Professional).
- Program Management.
- Project Delivery.
- Project Execution.
- Project Life Cycle.
- Project Management.
- Project Planning.
- R&D (Research And Development).
- Resource Allocation.
- Risk Management.
- Senior Management.
- Stakeholder Management.
- Time Management Skills.

**Languages :**

- English.

**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  
Development  
Business Unit  
Universal Hierarchy Node  
Location  
Japan  
Site  
Toranomom (NPKK Head Office)  
Company / Legal Entity  
JP05 (FCRS = JP005) Novartis Pharma K.K.  
Functional Area  
Research & Development  
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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