

Scientific Communications Specialist

Job ID
REQ-10056420
Jun 27, 2025
India

Summary

Supports the Scientific Writing Squad to ensure effective delivery of publication or medical education content in line with the specifications. The role provides projects support to the Scientific Writer across the delivery lifecycle with agreed specific responsibilities which will help the writer to focus on the scientific content.

About the Role

Location – Hyderabad #LI Hybrid

Major Responsibilities:

Responsible for project management support to the Scientific Writing Squad ensuring the end-to-end effective project delivery of the designated publication/medical education deliverable across all phases:

- Support the Writer with the development of a scope of work. Build plan and schedule for agreement with the internal customer.
- Arranging key internal and external customer meetings. Tracking of the delivery of activities (including managing issues and risks) and supporting follow ups
- Supporting required submission, compliance and approval activities, and ensuring compliance with NVS publication processes and use of publication management tools
- Supports the management of the assigned publication or medical education in line with the agreed budget. Supporting and managing as required external spend tracking (e.g. approvals, purchase orders, goods received)
- Supports adherence to associated compliance related activities and approvals (with internal customer taking accountability for compliance). Updates as required with approval / compliance tools (e.g. FUSE, GMA publication review process)
- Updates as required within Datavision.
- Supports the Writer with required internal and external customer liaison.
- Supports continuous improvement in the process flow for developing publications and medical education, e.g. improved work-flow steps

Minimum Requirements:

Education

Bachelor's or Graduate degree, preferably in science. Additional relevant postgraduate desirable.

Experience Required

+1 – 2 years pharma industry experience.

Medical communication/pharma experience is desirable.

Project management experience or training necessary.

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Division

Finance

Business Unit

Universal Hierarchy Node

Location

India

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular

Shift Work

No

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Accessibility and accommodation

Novartis is committed to working with and providing 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 diversityandincl.india@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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