Associate Clinical Sourcing Manager- Medical Affairs

Job ID
REQ-10057101
Jul 07, 2025
India

Summary

-To be responsible for one category in one country and support the implementation of Category Strategy and Annual Category Plan, deliver projects and initiatives, and execute Supplier Performance and Innovation; to support the Category leadership with the day-to-day activities of Category management.

About the Role

ROLE PURPOSE

The **Procurement Specialist – Medical Affairs** generates, negotiates and executes contracts to support the utilization of clinical Contract Research Organizations (CROs) for Novartis Clinical Trials. Assuring the business of a compliant, high quality, timely and cost-effective external service delivery to support the Novartis drug development pipeline. The **Procurement Specialist – Medical Affairs** also participates in projects and initiatives to ensure Clinical Contracting & Outsourcing Management is prepared to successfully respond to the changing needs and requirements (legal, operational, regulatory, and financial) of our customers.

MAJOR ACCOUNTABILITIES

Prepare and release RFI, RFP and RFQs and negotiate with existing and new suppliers to support business for new requests as well as re-negotiating scope changes.

Act as the main point of contact with vendors for negotiation of the scope of work, study assumptions, pricing, and payment schedules.

Negotiate, develop, and execute contract frameworks including MSA's & SLA with key suppliers and ensure full implementation.

Ensure agreements are commercial advantageous to Novartis while minimizing risk through close collaboration with functional partners such as legal, finance, and QA.

Ensure ESP selection is based on current category strategy, value added services, cost avoidance and savings opportunities. Delivering a robust implementation to maximize value and drive spend/contract compliance - to also include ongoing monitoring and reduction of maverick spend

Drive annual productivity improvements in applicable spend categories

Responsible for complete contract packages for clinical ESP activities. Secure all necessary approvals to ensure compliance to SOX and company procedures.

Contribute to vendor audit requests and facilitate corrective action plans.

Ensure ESPs are delivering in line with expectations and contracts.

Able to identify proactively and pursue new ideas and opportunities, acting as an innovation agent and modifying approach and behaviors as necessary to create value.

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.

Achieving results by proactively building long-term, sustainable and effective relationships, understanding the stakeholder landscape and demonstrating political astuteness across business structures and networks.

KEY PERFORMANCE INDICATORS / MEASURES OF SUCCESS

- Customer satisfaction and acceptance.
- Performance in accordance with defined KPIs and other defined metrics
- Driving productivity according to the business goals

JOB DIMENSION

NUMBER OF ASSOCIATES

- n/a

FINANCIAL RESPONSIBILITY

- > $ 50 M

IMPACT ON ORGANIZATION

- Contributes to specific projects for a category of spend.
- Contribute to implementing the global service and category strategy.
- Financial impact in terms of savings generation.

EDUCATION EXPERIENCE

- Minimum Bachelor's degree in Lifesciences/Chemistry / Biochemistry or Pharmaceutical sciences is required.
- Master’s/other advanced degree or MBA degree in fields such as business administration, or a scientific field is preferred.

EXPERIENCE:

- Minimum of 5 years’ experience in Clinical Development / Pharma R&D / Procurement
- Minimum of 5 years’ experience in Outsourcing within the Pharma or CRO industry.

LANGUAGES

Fluent spoken and written English. Other foreign languages as required.

COMPETENCY PROFILE (optional)

- Detailed understanding of the clinical development process and robust understanding of the management

of clinical trials.
- Excellent influencing and negotiating skills.
- Solid understanding of contractual legal terms and conditions.
- Excellent understanding of the Clinical CRO marketplace including central laboratories, reference laboratories and specialty providers
- Solid financial understanding as it relates to clinical trial contracts and cost elements.
- Analyzing specifications for optimization. Linking specification to customer value, challenging specification confidently. Conveying messages clearly and convincing stakeholders.

- **Leadership / Collaboration**

- Analyzing problems, considering and profiling alternatives; willingness to make timely, balanced recommendations and business decisions.
- Establishing clear, shared goals, involving others in decision making and building productive relationships.

- **Change management / Communication**

- Communicating clearly in writing and verbally. Conveying messages to stakeholders at different level, engaging and convincing stakeholders.

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

You'll receive: You can find everything you need to know about our benefits and rewards in the Novartis Life Handbook. https://www.novartis.com/careers/benefits-rewards

Commitment to Diversity and Inclusion:
Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.
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: https://talentnetwork.novartis.com/network.

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

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: https://talentnetwork.novartis.com/network

Benefits and Rewards: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: https://www.novartis.com/careers/benefits-rewards

Division
Operations
Business Unit

Universal Hierarchy Node
Location
India
Site
Hyderabad (Office)
Company / Legal Entity
IN10 (FCRS = IN010) Novartis Healthcare Private Limited
Functional Area
Procurement
Job Type
Full time
Employment Type
Regular
Shift Work
No
Apply to Job

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.

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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