

Associate Director, TM China Strategy & Planning

Job ID

REQ-10075921

Jun 22, 2026

LOC_CN

About the Role

Major Accountabilities

- Providing strategic input and insight to the line function to implement the vision of TM China
- Driving operational excellence through oversight of internal department operations (including travel), organizing and coordinating the strategy associated with resource and headcount planning in cooperation with TM China and global.
- Serving as the point of contact for TM internal financial aspects to ensure adherence to global and local targets in coordination with local TM Finance BPA and global Strategy and Planning, including but not limited to personnel FTE tracking, travel budget.
- Organizing, facilitating and participating in TM China leadership team (LT) meetings, Site LT meetings, Department meetings, responsible for agenda development, meeting minutes, and action item follow-ups.
- Organizing regular portfolio review meetings, tracking and updating TM China's portfolio status
- Work closely with the Global Head of Strategy and Operations in Translational Medicine to align global TM strategies and goals

Essential requirements:

- PhD/MS in life sciences or pharmaceutical sciences,
- Fluent oral and written English and Chinese
- At least 5 years of experiences in clinical project/portfolio management in pharmaceutical/biotech company
- Strategic thinking, experienced in business planning and operational excellence
- Excellent written and verbal communication skills with successful presentation capabilities
- leadership in matrix organization, excellent team work in a multidisciplinary environment
- Project management skills

Role Requirements

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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[Read our handbook \(PDF 30 MB\)](#)

Division

DIV_RE

Business Unit

Research

Location

LOC_CN

Site

Shanghai (Shanghai)

Company / Legal Entity

CN14 (FCRS = CN014) China Novartis Institutes for BioMedical Research Co., Ltd.

Functional Area

FCT_RD

Job Type

Full time

Employment Type

Regular

Shift Work

No

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