

Specialist DDIT IES DWO Philippines

Job ID

REQ-10081696

Jul 29, 2026

LOC_PH

About the Role

Key responsibilities:

- Support country/cluster Digital Workspace Operations organization and to deploy and drive adoption of DDIT services.
- Member of onsite services and service delivery organization in support of end user devices workplace network and last mile infrastructure services
- Support new solutions to end user adoption and deployments
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt
- Distribution of marketing samples (where applicable)
- Ensure a healthy and safe workplace by complying with Novartis HSE and ISEC standards, implementing measures, providing training and resources, supporting employee well-being, investigating incidents, and collaborating with HSE teams to maintain a safe environment while adhering to quality, ethical, health, safety, and environmental requirements.

Essential Requirements:

- Experience working cross functionally and cross countries.
- Relationship Management.
- Major Change.
- IT Infrastructures
- IT Service Delivery
- IT Service Management.
- IT Governance
- Digital capabilities

Desirable Requirements:

- Effective use of technology
- Stakeholder Engagement.

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.

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>

Benefits and Rewards: Learn about all the ways we'll help you thrive personally and professionally.

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

Division
DIV_TO
Business Unit
Information Technology
Location
LOC_PH
Site
Makati City
Company / Legal Entity
PH03 (FCRS = PH003) Novartis Healthcare Philippines, Inc
Functional Area
FCT_IT
Job Type
Full time
Employment Type
Regular
Shift Work
No
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