

Associate Director/Senior Manager, Program management

Job ID

REQ-10085846

Aug 16, 2026

LOC_CN

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

Role Requirements

Division

DIV_GD

Business Unit

Development

Location

LOC_CN

Site

Shanghai (Shanghai)

Company / Legal Entity

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

Alternative Location 1

LOC_CN

Functional Area

FCT_RD

Job Type

Full time
Employment Type
Regular
Shift Work
No
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