

Learning Program Manager

Job ID

REQ-10087955

Sep 25, 2026

LOC_MX

About the Role

Key Responsibilities

- Design and develop role-based learning journeys that support capability growth from awareness through application, reinforcement, and demonstrated proficiency.
- Translate subject matter expertise into engaging learning solutions, including e learning modules, workshops, simulations, playbooks, leader guides, job aids, and facilitator materials.
- Apply adult learning principles, human-centered design methodologies, accessibility standards, and best practices in instructional design. • Ensure curriculum consistency, usability, and alignment with established design frameworks for AI, leadership, and transformation programs.

Content Management & Continuous Improvement

- Maintain curriculum maps, content inventories, version control processes, and content governance practices.
- Continuously improve learning assets based on learner feedback, performance data, adoption metrics, and evolving business needs. • Identify opportunities to streamline content libraries and reduce duplication across learning programs.

Program Delivery & Stakeholder Collaboration

- Partner with subject matter experts, facilitators, business leaders, and vendors to support the timely development and deployment of learning solutions.
- Coordinate learning development activities and ensure readiness for program launches and ongoing delivery.
- Support learning operations, including vendor management, purchase order coordination, budget tracking, and documentation.

Measurement & Innovation

- Incorporate measurement strategies to assess learner engagement, knowledge retention, confidence, and behavioral application.
- Leverage AI-driven learning approaches to enhance personalization, learner experience, and program effectiveness.
- Use data and stakeholder insights to recommend improvements that increase business relevance and learning impact.

Essential Requirements Education

- Bachelor's degree in Learning & Development, Instructional Design, Organizational Development, Business, Communications, Healthcare, Digital Learning, or a related field.

Experience

- 4+ years of experience in instructional design, curriculum development, learning experience design, leadership development, capability building, or related learning functions.
- Proven experience developing learning solutions for business audiences, including workshops, digital learning, facilitator guides, playbooks, and performance support tools.
- Experience transforming complex subject matter into practical, engaging, learner centered content.
- Experience coordinating multiple stakeholders and managing projects in fast-paced environments.

Knowledge & Skills

- Strong expertise in instructional design methodologies and adult learning principles.
- Excellent curriculum development, content creation, stakeholder management, and project coordination skills. • Ability to manage multiple priorities while maintaining a high level of quality and attention to detail. • Strong written and verbal communication skills with the ability to influence across functions and levels.
- Experience working with learning technologies and digital learning platforms. • Strong analytical skills with the ability to interpret feedback and learning metrics to drive continuous improvement.

Preferred Qualifications

- Experience supporting AI literacy, digital transformation, leadership development, pharmaceutical commercial capabilities, or enterprise-wide learning initiatives.
- Certification or coursework in Instructional Design, ATD/CPTD, Human-Centered Design, Learning Analytics, or related disciplines.
- Experience working across global or cross-functional organizations.
- Fluent English required; Spanish proficiency is highly desirable.

Commitment to Diversity & Inclusion

Novartis is committed to building an outstanding, inclusive work environment and diverse teams representative of the patients and communities we serve.

Accessibility and accommodation

Novartis is committed to work with and provide 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 tas.mexico@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 tiene el compromiso de trabajar y proporcionar adaptaciones razonables para personas con discapacidad. Si, debido a una condición médica o discapacidad, necesita una adaptación razonable para cualquier parte del proceso de contratación, o

para desempeñar las funciones esenciales de un puesto, envíe un correo electrónico a tas.mexico@novartis.com y permítanos conocer la naturaleza de su solicitud y su información de contacto. Incluya el número de posición en su mensaje.

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

Role Requirements

Division

DIV_IU

Business Unit

Marketing

Location

LOC_MX

Site

INSURGENTES

Company / Legal Entity

MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.

Functional Area

FCT_HR

Job Type

Full time

Employment Type

Regular

Shift Work

No

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