

Project Enablement & Effectiveness

Job ID

REQ-10084165

Sep 23, 2026

LOC_MX

About the Role

Project Planning & Delivery

- Lead end-to-end execution of Medical Affairs projects, ensuring delivery against agreed scope, timelines, budget, quality, and business objectives.
- Develop and maintain detailed project plans, milestones, deliverables, resource requirements, and success metrics.
- Manage project lifecycle activities from initiation through closure, ensuring alignment with strategic priorities.
- Monitor project performance and proactively address delays, dependencies, and resource constraints.
- Facilitate project meetings, document decisions, and track action items to ensure successful execution.
- Drive project financial management, including budget monitoring, forecasting, cost management, and change requests.

Stakeholder & Cross-Functional Leadership

- Serve as the primary point of contact for project stakeholders and business partners.
- Build trusted relationships with Medical Affairs leaders, Program Managers, Finance, Resource Management, Compliance, Operations, and external partners.
- Facilitate alignment across cross-functional teams and ensure effective communication throughout project execution.
- Influence stakeholders at multiple organizational levels to drive decision-making and project outcomes.
- Deliver executive-ready presentations, status reports, recommendations, and business updates.

Governance, Risk & Compliance

- Ensure adherence to project management methodologies, governance frameworks, and organizational standards.
- Identify, monitor, and mitigate project risks, issues, assumptions, and dependencies.
- Escalate critical risks appropriately and drive resolution plans.
- Ensure compliance with applicable Novartis policies, procedures, quality standards, and regulatory requirements.
- Support audit readiness and project documentation best practices.

Operational Excellence & Transformation

- Support organizational transformation, operating model evolution, and continuous improvement initiatives.
- Apply structured problem-solving and consulting methodologies to address complex business challenges.
- Drive adoption of new processes, tools, technologies, and ways of working.
- Identify opportunities to improve efficiency, scalability, project execution, and stakeholder experience.
- Support implementation of strategic initiatives that enhance Medical Affairs operational effectiveness.

Team Collaboration & Capability Building

- Coordinate project resources across multiple teams and functions.
- Foster a culture of accountability, collaboration, inclusion, and continuous improvement.

Education

- Bachelor's degree in Business Administration, Life Sciences, Engineering, Technology, Finance, or a related field.

Experience

- Minimum 5–7 years of experience in Project Management, Program Management, PMO, Business Operations,

Consulting, Transformation, or Strategic Initiatives.

- Demonstrated experience leading complex cross-functional projects in a global matrix organization.
- Proven experience managing project scope, timelines, budgets, risks, dependencies, and stakeholder communications.
- Experience coordinating multiple workstreams and project resources simultaneously.
- Experience delivering projects using structured project management methodologies.

Technical & Professional Skills

- Strong project planning, organization, prioritization, and execution skills.
- Advanced stakeholder management and influencing capabilities.
- Exceptional written, verbal, facilitation, and presentation skills.
- Strong analytical thinking, problem-solving, and decision-making abilities.
- Ability to operate independently in a fast-paced and ambiguous environment.
- Advanced proficiency in Microsoft PowerPoint, Excel, Teams, and other project management tools.
- Leverages AI tools to streamline tasks, generate content, and support decision-making, demonstrating practical fluency in prompting, interpreting, and refining AI outputs to improve work quality and efficiency.
- Fluent English (written and verbal) — mandatory and non-negotiable.

Highly Desirable

- Experience within the Pharmaceutical, Biotechnology, Healthcare, Medical Affairs, or Life Sciences industry.
- Experience working in a top-tier consulting firm or internal consulting/transformation organization.
- MBA or Master's degree in Business Administration, Project Management, Healthcare Management, Operations, or a related field.
- PMP, PRINCE2, Agile, Scrum, Lean Six Sigma, or equivalent project management certifications.
- Experience supporting Medical Affairs organizations and operational excellence initiatives.
- Experience managing large-scale transformation, operating model, change management, digital, AI, or process improvement programs.
- Experience working across global teams and multicultural environments.

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_RD
Job Type
Full time
Employment Type
Regular
Shift Work
No
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