NOVARTIS

Associate Director, Governance & Portfolio Lead

Job ID
REQ-10086288
Aug 21, 2026
LOC_US

About the Role

Key Responsibilities:

- Manage initiative intake and ensure submissions include problem statement, strategic rationale, expected value, resource ask, owner, risks, dependencies, decision needed, and success metrics.
- Apply prioritization criteria consistently; surface weak cases, duplicative work, sequencing conflicts, and capacity gaps.
- Prepare governance pre-reads, dashboards, executive summaries, and decision logs for portfolio forums.
- Track portfolio health across milestones, risks, resource assumptions, and strategic outcomes.
- Coordinate with project owners and Strategy Associates to maintain accurate portfolio data and follow-up actions.
- Escalate unresolved dependencies and decisions before they become delivery drag.

Essential Requirements:

Education (minimum/desirable):

- Required: Bachelor’s degree in a related field
- Preferred: Advanced degree (Master of Science and/or MBA)

Experience:

- 7+ years of experience in portfolio management, strategic planning, program management, business operations, consulting, pharma commercial strategy, or drug development operations.
- Experience preparing governance materials, project / portfolio dashboards, senior stakeholder updates, and decision logs.
- Strong analytical, facilitation, project-management, and written communication skills.

Desirable Requirements:

- Experience with pharma governance, portfolio processes, or commercial strategy planning.
- Experience with portfolio tools, KPI dashboards, executive cadence management, and dependency management.

The salary for this position is expected to range between $138,600.00 and $257,400.00 per year.

The final salary offered is determined based on factors like, but not limited to, relevant skills and experience, and upon joining Novartis will be reviewed periodically. Novartis may change the published salary range based on company and market factors.

Your compensation will include a performance-based cash incentive and, depending on the level of the role, eligibility to be considered for annual equity awards.

US-based eligible employees will receive a comprehensive benefits package that includes health, life and disability benefits, a 401(k) with company contribution and match, and a variety of other benefits. In addition, employees are eligible for a generous time off package including vacation, personal days, holidays and other leaves.

To learn more about the culture, rewards and benefits we offer our people click here.

Role Requirements

Division
DIV_IU
Business Unit
General Management
Location
LOC_US
Site
East Hanover
Company / Legal Entity
U014 (FCRS = US014) Novartis Pharmaceuticals Corporation
Functional Area
FCT_IT
Job Type
Full time
Employment Type
Regular
Shift Work
No
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