NOVARTIS

Legal Manager, Government Affairs & Public Procurement

Job ID
REQ-10090355
Oct 26, 2026
LOC_MX

About the Role

Key responsibilities:

- Serve as the primary legal advisor on public procurement, government contracting, institutional business and tendering activities in Mexico.
- Advise business stakeholders on public procurement laws, tender regulations, public healthcare purchasing frameworks and government contracting requirements.
- Lead legal support for participation in public tenders, competitive procurement procedures, framework agreements and direct contracting opportunities with public healthcare institutions.
- Conduct legal risk assessments related to government contracts, public bids, procurement compliance requirements and institutional business models.
- Draft, review and negotiate government contracts, procurement agreements, collaboration arrangements and other documentation involving public entities and healthcare institutions.
- Provide strategic legal guidance regarding procurement disputes, bid challenges, administrative proceedings, investigations and litigation arising from public procurement activities.
- Monitor legislative, regulatory and policy developments affecting public procurement, healthcare purchasing systems and government contracting.
- Partner with Compliance and Public Affairs to assess legal and reputational risks associated with public sector interactions and procurement-related initiatives.
- Develop legal strategies to support patient access initiatives involving public institutions and government healthcare stakeholders.
- Support industry engagement efforts and external stakeholder discussions concerning public procurement reforms and healthcare policy developments.
- Drive legal operational excellence initiatives to strengthen procurement governance, contracting processes and risk mitigation frameworks.

Essential requirements:

- Law degree with relevant legal experience supporting commercial or corporate matters
- Demonstrated experience providing legal counsel and risk-based recommendations to business stakeholders
- Experience in pharmaceutical industry or related is a must.
- Strong contract drafting, review, and negotiation skills across a variety of agreement types
- Excellent stakeholder management skills and ability to influence decision-making at multiple organizational levels
- Strong analytical and critical thinking skills with the ability to solve complex legal issues pragmatically
- Professional proficiency in both English and Spanish, with strong written and verbal communication skills

Desireable requirements:

- Experience managing external counsel and supporting cross-border or regional legal initiatives

Commitment to Diversity & Inclusion

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

Accessibility and Reasonable Accommodations
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

Mexico Applicant Privacy Notice

By submitting your application, you acknowledge that your personal information will be processed in accordance with applicable data privacy laws and Novartis privacy requirements for recruitment activities.

Role Requirements

Division
DIV_LE
Business Unit
Legal
Location
LOC_MX
Site
INSURGENTES
Company / Legal Entity
MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.
Functional Area
FCT_LI
Job Type
Full time
Employment Type
Regular
Shift Work
No
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