NOVARTIS

Regulatory Affairs Intern

Job ID
REQ-10092280
Nov 08, 2026
LOC_SA

About the Role

Major Accountabilities

· Support the preparation of registration dossiers for new products, line extensions and new indications, in line with the regulatory strategy and planned submission timelines.

· Assist with lifecycle maintenance activities, including variations, renewals and safety label changes (SLCs).

· Help monitor national regulatory guidelines and requirements and summarize relevant updates and Health Authority communications for the manager and team.

· Support the tracking of product information updates from submission through approval, and assist in developing artwork (e.g., in OneArt) in accordance with Health Authority-approved product information.

· Maintain accurate, up-to-date data in Regulatory Information Management systems and RA tools (e.g., DRAGON & NRV), and archive regulatory documents in the designated record locations.

· Support the team in keeping global surveys, trackers and compliance reports (e.g., SALTO) up to date in line with effective local regulations.

· Assist in preparing & submitting scientific lectures packages.

· Support initiatives assigned by the line manager while ensuring full compliance with Novartis policies, local and global SOPs/WPs, ethical standards and local regulations.

Key Performance Indicators

· Timely completion of assigned tasks and projects.

· Accuracy and quality of dossier documents, trackers, reports and regulatory records.

· Accurate and up-to-date information in regulatory databases and systems.

· Adherence to SOPs/WPs and completion of all assigned training within the required timelines.

· Active participation in learning and development activities.

· Demonstrates collaboration, accountability, innovation and a growth mindset.

· Positive feedback from manager and cross-functional stakeholders.

Minimum Requirements/Work Experience

· Education: Bachelor’s degree in pharmacy (fresh graduate).

· Work Experience: No prior work experience required.

· Internship or training experience, research projects or university initiatives in regulatory affairs, the pharmaceutical industry or life sciences are an advantage.

· General awareness of country Health Authority regulations and guidelines is an advantage.

Skills

· Strong communication and interpersonal skills.

· Analytical and problem-solving abilities, with strong attention to detail.

· Good organizational skills and the ability to work on several tasks with tight timelines.

· Interest in regulatory affairs, regulatory science and the pharmaceutical product lifecycle.

· Proficiency in Microsoft Office (Word, Excel and PowerPoint).

· Ability to work collaboratively across multiple functions.

· Eagerness to learn and contribute in a fast-paced environment.

Languages

· English.

· Arabic.

Role Requirements

Division
DIV_GD
Business Unit
Sales
Location
LOC_SA
Site
Riyadh
Company / Legal Entity
SA01 (FCRS = SA001) Novartis Saudi Arabia Ltd
Functional Area
FCT_OT
Job Type
Full time
Employment Type
Early Career (Fixed Term)
Shift Work
No
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