Associate Director - Global Program Management Oncology

Job ID
REQ-10048922

4月 22, 2025

Switzerland

摘要

Location: Basel, Switzerland
Full time, onsite, #LI-Onsite

Improving and extending people's lives is what we do. It ' s our purpose, our calling - the summit we ' re always striving to reach. Key to this mission is our Project Management teams in our Biomedical Research organization.

About the role
The Associate Director, Global Program Management, Oncology, will provide project management expertise as an individual contributor to early-stage drug development programs. This is a key position focused on working with project teams to develop strategies and successfully execute drug discovery and early drug development projects. You will leverage your drug development expertise to guide team discussions on goal setting, strategy formulation, and decision making, managing risk mitigation and contingencies, fostering an environment that encourages innovation, providing cross-project perspective and organizational/process and actively identifying and addressing project needs,

About the Role

Project managers form close partnerships with project team leaders, working collaboratively to build and maintain high-performing and impactful global cross-functional teams, collaborating effectively with stakeholders, project leaders, and team members, and driving the creation and execution of integrated strategic and operational plans for drug candidates within the Oncology portfolio.

The key accountabilities for the Associate Director, Global Program Management, Oncology are as follows:

- Lead project teams with respect to the timing, scenario/options development, risk analyses and mitigation plans, opportunities / challenges, and requirements of interfacing with Decision Boards.
- Partner with project team leaders and functional leaders to define project strategy in alignment with DA goals, develop and maintain integrated project plans and associated budget through IND-enabling studies, and manage diverse teams across multiple sites to meet project timelines/goals.
- Continuously adapt project strategy based on internal and external information. Assure continuous consistency of the operational plan with project strategy, ensure that key milestones and go / no go criteria are data driven and clearly defined. Prepare and review project documentation to enable Biomedical Research portfolio decisions align to Novartis strategy.
- Use drug discovery and development expertise (especially preclinical and early clinical development) to drive high performing teams and to integrate knowledge of all line functions for project.

- Manage and communicate project status, issues and options for resolution to ensure optimal and timely information flow to all stakeholders.
- Foster effective, proactive and open communication within and across project teams, build trust among team members to achieve transparency and clarity of program goals, progress and issues.
- Owns quality of project information and make sure project information is accurate and included in the system(s) in a timely manner.
- Organize and chair project team meetings, issue high quality agenda and meeting minutes in a timely fashion.
- Establish mutual respect and trust in the program team.
- Contribute to the functional excellence of program management through improvement in processes, procedures, and tools related to program management practices.

Additional accountabilities include, but are not limited to:

- Mentoring other program managers within and across Biomedical Research to strengthen internal talent, sharing program management takeaways across other DAs
- Leading and/or contributing to Biomedical Research GPM initiatives

What you will bring to the role

Education:

- Doctorate in life sciences or chemistry OR equivalent experience in life science or chemistry.
- PMP certification (or similar) preferred but not necessary.

Languages:

- Excellent communication in English required (written and spoken); other language(s) are an additional asset.

Experience:

- 5+years in pharmaceutical industry experience with ability to lead /run drug discovery projects, ideally with LMW and/or peptide molecules.
- Knowledge of the drug development process (Research & Development).
- Previous track record of success working with and managing international and multidisciplinary drug development teams.
- Excellent organizational skills with demonstrated ability to multi-task and prioritize
- Exceptional oral/written communication skills allowing successful interactions with all levels of the organization globally

Accessibility and accommodation
Novartis is committed to working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to receive more detailed information about the essential functions of a position, please send an e-mail to inclusion.switzerland@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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

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部门
Biomedical Research

Business Unit
Universal Hierarchy Node

地点
Switzerland

站点
Basel (City)

Company / Legal Entity
C028 (FCRS = CH028) Novartis Pharma AG

Functional Area
Research & Development

Job Type
Full time

Employment Type
Regular

Shift Work
No

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