

Public Affairs Manager

Job ID
REQ-10048968

4月 29, 2025

T ü rkiye

摘要

- Lead smaller or support bigger Public Affairs activities/projects to support business objectives in the area of responsibility.
- Stakeholder engagement in the area of responsibility.
- Provide support to PA leaders to achieve business objectives. The role is focused on a specific area of public affairs OR operational and strategic implementation of government affairs at regional / country level.

About the Role

Major accountabilities:

- Provide support to Public Affairs and Policy and Corporate Leads, as well as senior country leadership, in order to effectively build and manage Novartis ' external reputation to engage and lead in relevant policy discussions.

- Contribute to the creation, revision and publishing of policy documents, advocacy toolkits, training materials.
- Deliver advice and prepare briefs for senior management.
- Develop evidence and policy collateral (reports, audits, surveys) that support priority brands / issues.
- Liaise with business functions to provide key support for market related tasks (i.e. stakeholder management).
- Work with external partners such as think tanks, industry groups and other third parties.
- Team member on specific projects, lead smaller projects.
- Monitor and provide updates to the business on external policy and political (federal and state) developments.
- Ensure smooth information exchange with corporate as well as global public affairs functions.
- Build PA and issue management competency in the market.
- Develop strong partnership working relationships.
- Design and maintain platforms, tools and decks in support of overall PA.
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt.
- Distribution of marketing samples (where applicable).

Key performance indicators:

- Level of support on influencing policy agenda in assigned area.
- Alignment with NVS policy.
- Quality of documents prepared (presentations etc.).
- Seamless functioning of key processes.
- High-quality delivery of expected results in projects.
- Quality and insight on support rendered.
- Recognition of effective collaboration.
- Evidence of high technical agility.

Essential Requirements:

- Collaborating across boundaries
- Operations Management and Execution
- Project Management
- Business Networking
- Communication Medium
- Corporate Communication
- Marketing
- Media Campaigns
- Media Relations
- Microsoft Access
- Press Releases
- Prioritization
- Public Affairs
- Social Media
- English

Why Novartis?

Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: <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: [Novartis Life Handbook](#)

Commitment to Diversity & Inclusion:

Novartis is committed to building an outstanding, inclusive work environment and diverse team's representative of the patients and communities we serve.

Join our Novartis Network: If this role is not suitable to your experience or career goals but you wish to stay connected to learn more about Novartis and our career opportunities, join the Novartis Network here: <https://talentnetwork.novartis.com/network>

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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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>

部门
International

Business Unit
Innovative Medicines

地点
T ü rkiye

站点
Ankara S ı hhiye

Company / Legal Entity
TR01 (FCRS = TR001) Novartis Sa ı l ı k, G ı da ve Tar ı m Ü r ü nleri San. Ve Tic. A. .

Functional Area
Communications & Public Affairs

Job Type
Full time

Employment Type
Regular

Shift Work
No

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