

R2R Special Projects Manager

Job ID
REQ-10049768

4月 28, 2025

Malaysia

摘要

The R2R Special Projects Manager is to implement the APMA FRA Operations vision and strategy by managing projects and ensuring alignment with leadership team and stakeholders, driving strong execution of the projects and ensuring strong change management throughout NOCC KL and APMA countries. Key for this role is the complex stakeholder management and accounting technical experience.

About the Role

Major accountabilities:

- Manage the execution of regional / global strategies for own part of the organization & manage and ensure the development of a team of experienced FSC professionals.
- Manage the budgeting process for the area of responsibility.
- Support the vision and strategy of APMA FRA Operations to plan and implement all aspects

of operational changes necessary to meet all Novartis, divisional and finance service levels, achieving a balance between speed of implementation and risk of disruption to services

- Implement defined project management methods, procedures, tools and quality standards for respective workstream in close alignment with other PMO peers
- Develop overall roadmap, listing projects and initiatives taking into account the required resources and capacity for successful implementations, including obtaining the necessary IT involvement to be successful.
- Own projects in scope, create and supervise the Project Management operations and get involved in business partner board.
- Develop and execute a communication plan internally within APMA FRA Operations and externally to internal stakeholders that ensures the proper awareness of performance, initiatives, etc.
- Ensure program governance, management methods, procedures, tools and quality standards are implemented for respective workstream: documentation repository and collaboration tools, progress tracking methods and reporting to ensure best and compliant documentation practices.
- Be a Change Agent within FRA Operations, constantly leading best practice sharing, process improvements and developing the teams profile, skills and talent.
- Act as point of contact for unmet needs, requests and ad hoc projects, ensuring accumulation of topics relevant to FRA and find new and innovative ways to resolve/tackle in alignment with the APMA FRA Operations vision and strategy.
- Lead change management activity and drive forward project initiatives. Influence stakeholders to gain buy-in.

Key performance indicators:

- Timely delivery of projects.
- Implement and deliver projects & programs while ensuring increased productivity as well as maintaining operational excellence and business continuity
- Challenge and maximize level of standardization, harmonization and reliability of processes, systems, procedures and controls across Novartis
- Achieves KPIs targets globally
- Implement and deliver services within agreed budgets in a timely manner
- Stable outsourced operations; no control issues, KPIs achieved
- Development of key talent, ensure retention, succession planning is in place and employee engagement an motivation
- Responsible to create a communication plan and rhythm to ensure that key stakeholders maintain awareness of service levels, key initiatives, changes, etc.
- Establish and drive accurate and fit to purpose data collection and analysis to support team quality initiatives
- Success of integrations/change initiatives, both during project and ongoing operations

Minimum Requirements:

Work Experience:

- University level degree in Business Administration/ Economics/Finance/ MBA desirable
- Fluency in English a pre-requisite, knowledge of other language(s) an asset
- Additional Project Management Training, a certification/designation desirable

- Lean / Six Sigma Certified preferred
- >8 years of experience in relevant finance roles or position in area of responsibility supporting a global project
- Preferably know-how and exposure in a Shared Service Center environment
- Project management skills with focus on driving performance and productivity
- Analytical mindset and ability to understand situations, interdependencies and challenges in a holistic way
- Ability to effectively prioritize and execute tasks in a high-pressure environment
- Demonstrated ability to work effectively in a multi-national and complex matrix organization
- Excellent communication skills, able to engage and influence beyond FRA community and to drive stakeholder management in a changing environment as well as operational excellence
- Can conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities
- Flexible and reacts to changes promptly and efficiently
- High cultural awareness to be able to manage, inspire and lead diverse teams

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!

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部门

Finance

Business Unit

Universal Hierarchy Node

地点

Malaysia

站点

Selangor

Company / Legal Entity

MY01 (FCRS = MY001) Novartis Corporation (Malaysia) Sdn. Bhd. (19710100054)

Functional Area

Audit & Finance

Job Type

Full time

Employment Type

Regular

Shift Work

No

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