Global Program Associate Director

Job ID
REQ-10051028

8   21, 2025

India

The Global Program Associate Director (GPAD) provides project management expertise and operational support
for global drug development programs. As a member of the Global Program Team (GPT), the GPAD maintains
accurate plans, documentation, and resource forecasts, and helps to ensure efficient day-to-day operation of
the GPT, resolve program issues, and facilitate alignment across sub-teams and line functions.
The person in this role is a member of the GPM team for a program and is specifically responsible to:
• Contribute to cross-functional strategy and project plan scenario generation
• Generate and maintain key project level documents including accurate project plan and forecast
• Proactively identify, track and manage project risks and issues
• Monitor and track development activities, forecast, and timelines at high quality
• Facilitate GPT dynamics, effectiveness and communication
• Support creation and alignment of executive communication of project progress, changes and risks
The GPAD is a project management professional with expert planning, tracking, and financial reporting skills,
and advanced technical skills in the use of Excel and Gantt charts.

The GPAD may deputize for GPED or GPD (as applicable) and may lead or participate in ad-hoc crossfunctional task forces and sub-teams. In some cases, a GPAD may be dedicated temporarily to a non-drug GPM
initiative.

About the Role

Major Accountabilities:
Programs/projects
• Contributes to the development of the program/project strategy and Target Product Profile (TPP) and partners with the GPED/GPD (as applicable) and GPT members to translate the strategy into a realistic Integrated Development Plan (IDP) incl. Gantt chart; ensures consistency of both strategy and IDP with TPP
• Works with GPT members and Line Functions to ensure cross-functional alignment of TPP and IDP and consistency with individual functional plans
• Contributes to GPM deliverables associated with the program/project (incl., TPP, IDP, One Pager, Gantt charts, risk register, GPT minutes)
• Coordinates preparation and compilation of strategic documents and preparations for project tollgates in collaboration with the GPT and GPED/GPD (as applicable)
• Proactively identifies project risks and issues and contributes to development of mitigation strategies
• Supports communication of program/project status, changes and risks/issues horizontally and vertically in a proactive, transparent and timely manner
• Supports preparation of comprehensive program/project recommendations and presentations for governance boards
• May lead or participates in ad-hoc cross-functional sub-teams and task forces to develop strategic options and scenarios or to address and resolve issues
• May deputize for the GPED or GPD (as applicable)
Operations
• Manages GPT meeting logistics and prepares high quality GPT agendas and draft minutes in a timely manner. Records action items / decisions and liaises with GPT members on follow-up activities and deliverables
• Along with Finance, assembles and monitors project financial forecasts and addresses variances
• Drafts program/project financial information provided to e.g., governance boards, portfolio management, finance function and Investment Committee
• Supports timely executive communication of project status as required by the organization (e.g., One Pager, Executive Gantt chart, monthly IMB/GLT updates, GPT minutes).
• Leads generation and maintenance of a complete and accurate project plan and forecast in the enterprise planning system (e.g., Horizon). This includes liaising with partner functions to ensure a realistic plan that reflects the strategy. Challenges the schedules and financial forecasts provided by the functions to ensure feasibility
• Monitors execution of cross-functional project activities and tracks progress versus GPT objectives (timelines, forecast)
• Ensures project level risks are assessed on a regular basis by GPT and documented and tracked in enterprise planning system (Horizon)
Team performance
• Partners with GPH and GPED or GPD (as applicable) to enable a high performing team culture

based on the Novartis values and behaviors, the expertise and contributions of the GPT members, shared responsibility, and the coordination of work towards a common goal
• Contributes to establishing GPT objectives and tracks progress of objectives
• Builds trusting relationships with GPT members
• Collaborates with GPT members to identify key program risks/issues and brings to GPT for deliberation and decision on resolution/mitigation
• At level of select workstreams able to synthesize perspectives from different Line Functions to generate draft strategy and plan

Leadership

Drug Development and Project Management
• Contributes operational drug development knowledge and project management experience to team discussions
• Supports GPT with strong program management skills in the areas of planning, tracking, scenario generation, contingency development, critical path analysis, and risk management
• Actively identifies and develops best practices for project management and implements and shares accordingly
• Demonstrates behavioral core competencies of proactivity, resilience, personal integrity, commitment to excellence, critical/analytical thinking, courage and creativity, agility and influence
• Collaborates with the Global Program Management Office (GPMO) to strengthen project management and implement processes, tools, and best practices
• Participates in initiatives to develop and implement process changes within and outside of GPM
• Keeps up to date on organizational changes and acts as strong supporter of organizational change; supports implementation of changes within GPTs
• Peer coaches new GPADs for effective on-boarding into role.

Key Performance Indicators:
• Achievement of GPT objectives and key project milestones

• Quality and accuracy of plan and forecast in enterprise systems

• Quality of project-/program-level documents incl. TPP+, IDP, One Pager, Executive Gantt chart, GPT minutes .

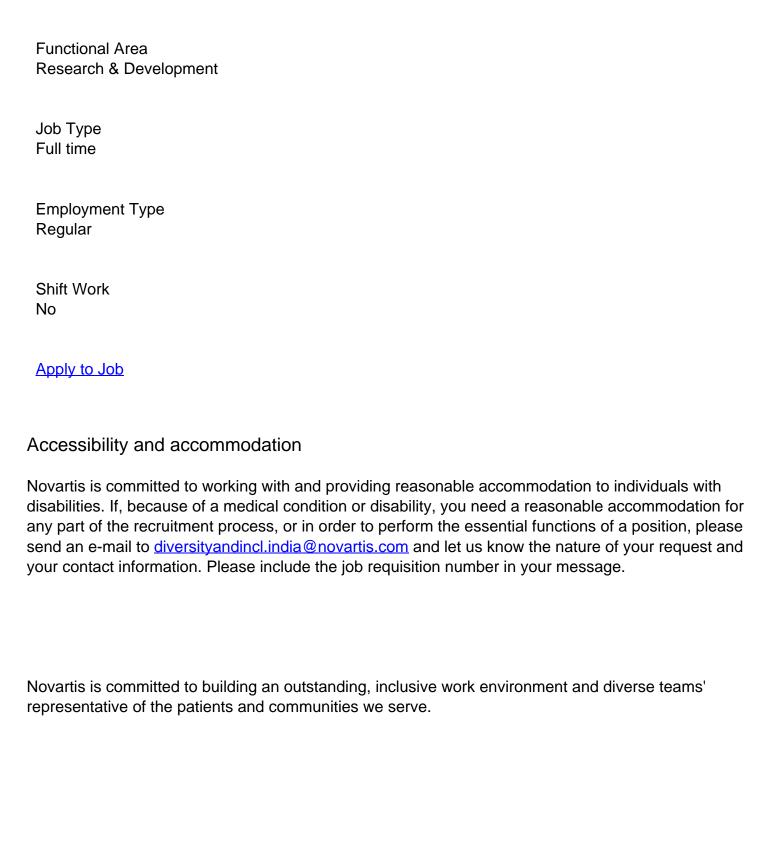• Quality of draft executive communication of project progress and risks.

Education: (minimum/desirable):
Masters or Doctorate in life sciences (or MBA with bachelor's degree, or equivalent experience in life science

Experience:
1. 5+ years pharma industry experience

2. 5+ years or equivalent multi-/cross functional team experience

3. Previous track record of success in working with large scale and complex international and multidisciplinary drug development teams

4. Intermediate knowledge in drug development process

5. Strong project / program management skills

6. Expert planning and tracking skills, ability to use proper tools in program management

7. Intermediate knowledge of regulatory and business requirements

8. Well organized, focused on results, capable of managing multiple projects, excellent time management skills with respect to priorities and self-management

9. Strong interpersonal and communication skills (written and verbal) for bridging across diverse, cross functional, multi-national, geographically dispersed teams

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

Development

Business Unit
Universal Hierarchy Node

India

Hyderabad (Office)

Company / Legal Entity
IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area
Research & Development

Job Type
Full time

Employment Type
Regular

Shift Work
No

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Accessibility and accommodation

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