

Scientific Communications Manager (temporary role, 6 months, 80% part time)

Job ID
REQ-10057748

7月 29, 2025

Switzerland

摘要

Location: Rotkreuz, Switzerland #LI-Hybrid

Purpose of the role:

You are the primary point of contact for the review and approval of promotional and non-promotional content (i.e. scientific medical information for HCPs, congress posters, abstracts, educational material, and content published in professional medical journals and online platforms aimed at HCPs).

This role reports directly into the Medical Lead, Governance & Operations and is part of the Medical Affairs & CSO team in Rotkreuz.

About the Role

Major Accountabilities

- Lead the review and approval of promotional and non-promotional content created by Marketing (Commercial) or Medical Affairs associates to educate healthcare professionals or patients on Novartis drugs, therapies or relevant disease areas
- Review and approve promotional and non-promotional content requests in the Novartis internal digital review and approval system, to ensure they meet Novartis guidelines and the obligations of the Swiss Pharma Code (Code of Conduct for the pharmaceutical industry in Switzerland) and the Swiss laws including the “Arzneimittel-Werbeverordnung”. This includes requirements related to branding, referencing, claims, clinical trial data publication, appropriate quoting of healthcare professionals, and appropriate illustration of figures, etc.
- Proactively engage with concerned Novartis Medical Managers who are the experts on scientific medical topics to ensure scientific validity of content on draft promotional material
- Be a subject matter expert on the rules surrounding promotional and non-promotional content, and stay up-to-date with the Pharma Code, internal Novartis regulations and relevant laws
- Support the implementation of the promotional material training program for Commercial and Medical Affairs teams
- Support the Medical Governance Lead in initiatives related to grants, managed access program (“compassionate use programs”), investigator-initiated trials and research collaborations and collaborate with Commercial and Medical teams on selected medical projects
- Role models NVS Values and Behaviors to establish long-lasting, trustful relationships with all internal and external stakeholders; know, apply and defend the Code of Ethics principles internally and externally
- Compliance with applicable policies, procedures and other regulations and with company processes: review & approval tool, contracts, required Ethics Regulatory Compliance training, regulatory, and legal, among others

What you ' ll bring to the role:

- University degree in pharmacy, medicine, veterinary medicine or life sciences with solid medical/technical background
- Business fluent (written and spoken) in German and English, French and/or Italian would be an advantage
- Extensive knowledge in aspects of drug development, Pharma Code, Good Clinical Practice and local regulations, knowledge of pharmacological and medical terminology
- Excellent communications, interpersonal and negotiation skills
- Good leadership, management and planning skills, quality and focus oriented

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>

Disclaimer*: Some restrictions on flexible working options may apply and will be discussed during interview if applicable

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>

Commitment to Diversity and Inclusion / EEO:

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

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 diversity.inclusionch@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Join our Novartis Network:

If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here:

<https://talentnetwork.novartis.com/network>

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Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay

connected and learn about suitable career opportunities as soon as they come up:

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部门

International

Business Unit

Innovative Medicines

地点

Switzerland

站点

Rotkreuz (Office-Based)

Company / Legal Entity

C018 (FCRS = CH018) Novartis Pharma Schweiz AG

Functional Area

Research & Development

Job Type

Part time

Employment Type

Temporary (Fixed Term)

Shift Work

No

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