

Manager Vendor & Third-Party Management

Job ID
REQ-10063480

10月 17, 2025

India

摘要

#LI-Hybrid

Location: Hyderabad, India

Relocation Support: This role is based in Hyderabad, India. Novartis is unable to offer relocation support: please only apply if accessible.

Join us in shaping the future of Global Medical Affairs at Novartis. As Manager Vendor & Third-Party Management, you ' ll play a pivotal role in ensuring compliant, efficient, and high-impact outsourcing for key medical projects. You ' ll be the central link between internal teams and external partners, driving quality, risk management, and operational excellence. If you ' re passionate about making a difference through strategic vendor oversight and cross-functional collaboration, this is your opportunity to contribute to meaningful healthcare advancements.

About the Role

Key Responsibilities

- Oversee end-to-end third-party process management, ensuring compliance and operational efficiency, and alignment with SOPs, policies, and regulatory standards.
- Collaborate with Legal and internal teams to support and streamline vendor qualification and contracting workflows, providing input and updates to Novartis functions as needed.
- Manage qualification timelines and proactively identify and address potential risks and issues, and take appropriate remediation actions as needed
- Monitor and support global risk/issue identification, assessment, and mitigation strategies for third-party engagements, including Quality Risk Assessment activities (QRAs) for GMA owned third-parties.
- Coordinate and oversee third-party due diligence and qualification activities for vendors and non-vendors, and maintain data accuracy within TPM systems and (ESPIR , Issue Management Tool, AIC4 Repository).
- Support and coordinate the EPRM process, identifying and assessing potential gaps/risks associated with third parties through EPRM
- Support purchase order (PO) process and issue resolution, and liaise with relevant stakeholders as needed.
- Serve as single point of contact for GMA outsourcing and third-party coordination
- Investigate and resolve deviations arising from third-party activities and support and coordinate CAPA design and implementation
- Promote standardization and continuous improvement in third-party management practices, including training and support to internal stakeholders on TPM procedures and best practices, and contribute to the enhancement of the global GMA Third Party Management process.

Essential Requirements

- Degree in life sciences or healthcare discipline
- Excellent English communication skills
- Clinical Trial or Medical Affairs experience in pharma or CRO setting
- Strong project management experience in clinical operations
- Good knowledge of regulatory requirements in clinical research and drug development
- Familiarity with GxP, quality management systems, and Health Authority standards (e.g., FDA, EMEA)

Desirable Requirements

- Experience managing or supervising third-party vendors and external suppliers (with focus on clinical research)
- Familiarity with clinical data systems and integration processes
- Understanding of procurement processes and knowledge of clinical external suppliers' landscape (CROs, Central Labs, specialty services, eCOA and new technologies...)

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

Development

Business Unit

Universal Hierarchy Node

地点

India

站点

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



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