# Senior Manager Content Approval Coordination

Job ID
REQ-10063483

10月 20, 2025

India

## 摘要

Support the end-to-end execution of the content approval process for both non-promotional and promotional materials within Global Medical Affairs (GMA). This role ensures submissions meet compliance standards, timelines, and quality expectations by coordinating with therapeutic area teams, medical leads, and MLR stakeholders (Medical, Legal, Regulatory). The Senior Manager plays a key role in process oversight, ensuring adherence to SOPs, supporting congress and launch readiness, and driving timely material review and release. Contribute training, guidance, and peer support to promote consistent execution and operational excellence across the content governance framework.

## About the Role

**Senior Manager Content Approval Coordination**

Location - Hyderabad #LI Hybrid

**About the Role:**

Support the end-to-end execution of the content approval process for both non-promotional and promotional materials within Global Medical Affairs (GMA). This role ensures submissions meet compliance standards, timelines, and quality expectations by coordinating with therapeutic area teams, medical leads, and MLR stakeholders (Medical, Legal, Regulatory). The Senior Manager plays a key role in process oversight, ensuring adherence to SOPs, supporting congress and launch readiness, and driving timely material review and release. Contribute training, guidance, and peer support to promote consistent execution and operational excellence across the content governance framework.

**Key Responsibilities:**

- Lead submission readiness reviews in the content (medical and commercial) review process and monitor project status to ensure schedules and deadlines are being met.
- Manage and facilitate the full content approval process for both non-promotional and promotional Materials.

- Work with internal and external stakeholders, including project owners, medical, legal and regulatory review process reviewers, agencies, and CPOs (local countries), to plan and route materials to appropriate reviewers for timely compliance review.
- Provide guidance to project owners and vendors/agencies on submission requirements
- Facilitate review/concept review meetings, monitor the status of system tasks and follow-up, update/maintain system delegations.
- Be responsible for Readiness Checks (reviewing and ensuring materials are submission-ready).
- Ensure final approved materials are "final approved" and appropriately documented. Communicate and manage team expectations on status, volume, and prioritization.
- System FUSE role will be a blend of MLR Facilitator and Superuser empowering system and process solutions to be processed and solved at once.

**Commitment to Diversity & Inclusion:**

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

**Essential Requirements**

- >6 years professional experience in the pharma industry.
- Experience with reviewing or approving business promotional and non-promotional) material.
- In-depth understanding o operations of a pharmaceutical company including marketing, medical, value and access, commercial, compliance, digital/social media, content management and production.

- Strong knowledge of compliance . regulatory requirements in the pharmaceutical industry and Novartis internal policies.
- Experience managing an external service partner.
- Excellent interpersonal skills and ability to develop trusting relationships with stakeholder.
- Excellent analytical/reasoning, problem solving, organizational and multi-tasking skills.
- Strong policy, process, and project management skills.

**Desirable Requirements**

- Ability to work seamlessly across matrices.
- Demonstrated sensitivity and knowledge of cultural differences with experience in multi-country, multi-cultural environments and demonstrated success with global collaboration.

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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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send an e-mail to diversityandincl.india@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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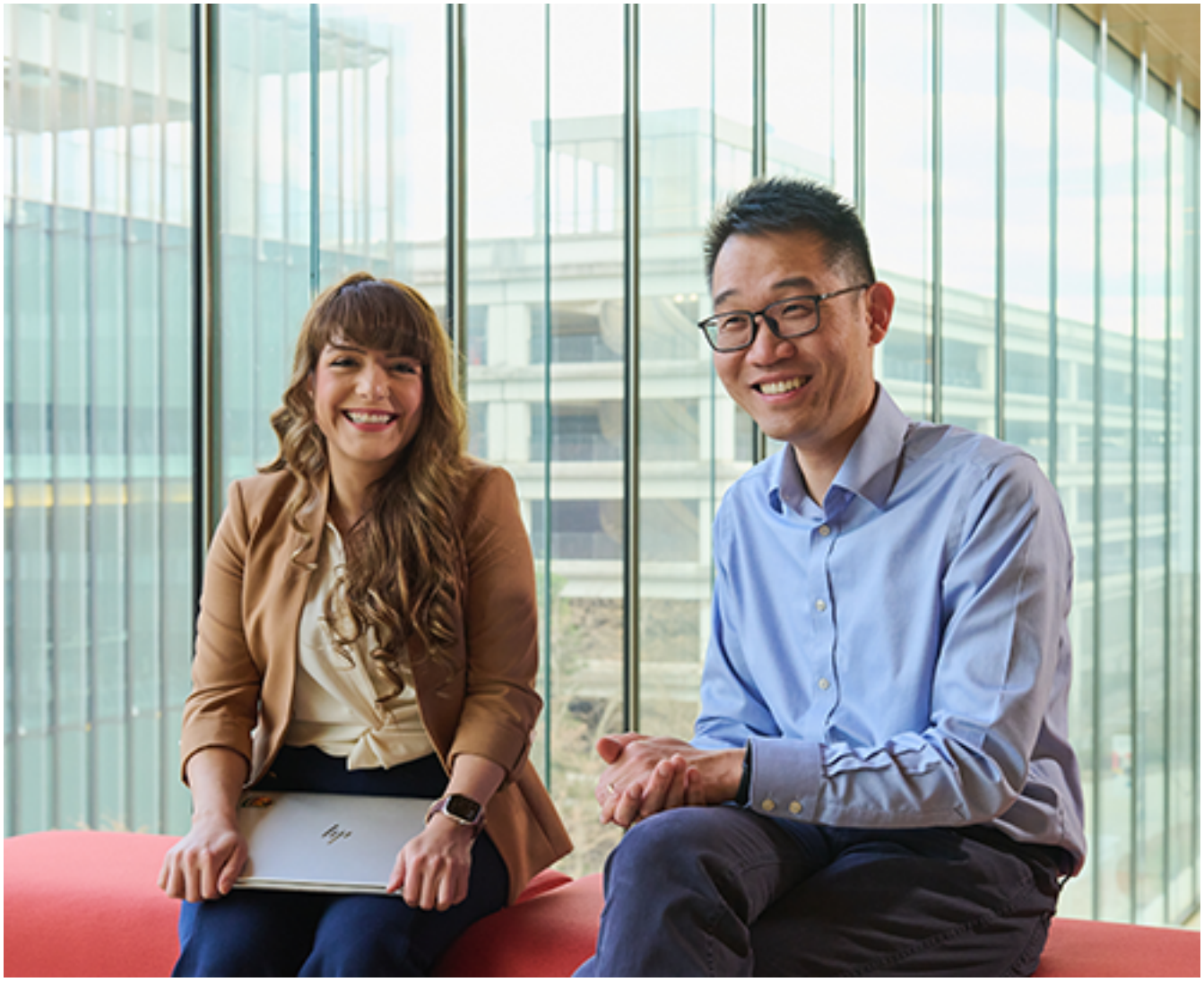

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