Associate Director MA Portfolio & Program Management

Job ID
REQ-10063484

10月 14, 2025

India

摘要

Step into a pivotal role where your expertise will drive the planning and operational oversight of therapeutic area medical budgets and transform complex data into actionable insights for senior leadership. As a key partner to Global Medical Directors and cross-functional teams, you ’ ll ensure high-quality, timely, and cost-effective execution of Medical Affairs objectives. Your leadership will foster operational excellence, process simplification, and a culture of compliance - empowering teams to thrive in a dynamic, matrixed environment and adapt quickly to evolving business needs.

About the Role

Associate Director MA Portfolio & Program Management

Location - Hyderabad #LI Hybrid

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Key Responsibilities:

- Lead the planning and operational oversight of therapeutic area (TA) owned medical budgets, consolidating Scientific Communications and Study Execution budget reports into comprehensive, category-level overviews with insights, risks, and opportunities for monthly review by senior leadership.
- Partner closely with Global and International Medical Affairs Medical Directors to coordinate operational planning, monitoring, and reporting of TA-owned operational management activities, ensuring alignment with business objectives.
- Support the Director/Senior Director of the Portfolio and Program Management in generating customer-oriented portfolio analyses across assigned disease areas and therapeutic areas, utilising data from multiple sources to inform scenario-based strategic planning and resource allocation.
- Ensure the most accurate TA operational management budget planning and execution within budget for assigned disease areas, supporting both International and Global Medical Affairs.
- Manage key functional interfaces and act as the single point of contact for disease area and cross-functional partners, facilitating effective communication and collaboration.
- Lead the management of Portfolio Management Advisory Team meetings, including setting agendas, taking minutes, and following up on actions with business owners to ensure accountability and progress.
- Oversee the execution of TA-owned operational management activities, consolidating and reporting portfolio and budget information for assigned disease areas, including operational risks and mitigations, and ensuring adherence to business processes for review, approvals, and documentation.
- Track and report progress of TA-owned operational management activities at both International and Global Medical Affairs levels, supporting the Head of Project Management in overall portfolio reporting and executive communications. As a member of the Portfolio and Program Management team, contribute to team objective setting, achievement, communication, and culture-building, representing the function in key meetings and supporting the team ' s culture journey.

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:

- Advanced degree or equivalent education in life sciences or healthcare; Doctor of Pharmacy or Doctor of Philosophy preferred.
- At least 8 years of proven operational experience in planning, executing, and reporting global clinical trials within a pharmaceutical company or contract research organisation.
- Demonstrated ability to work independently in a complex matrix environment, including remote or virtual teams.
- Strong project management skills with a track record of meeting timelines and delivering high-quality results.
- Excellent communication, influencing, and negotiation skills, with the ability to build effective relationships with internal and external stakeholders.
- In-depth understanding of medical affairs activities, functions, and responsibilities, including Good Clinical Practice and global drug development processes.
- Experience in budget planning, resource allocation, and management of operational issues within medical affairs or clinical research.
- Proven leadership in operational aspects, including process adherence, risk management, and compliance with quality standards.

Desirable Requirements:

- Robust understanding of basic science or relevant therapeutic areas, with solid knowledge of global drug development processes.
- Advanced understanding of business processes and experience working cross-functionally in global teams.

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Commitment to Diversity and Inclusion:
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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Why Novartis: Helping people with disease and their families takes more than innovative science. It

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

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

部门
Development

Business Unit
Universal Hierarchy Node

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India

站点
Hyderabad (Office)

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

Alternative Location 1
Barcelona Gran V í a, Spain

Functional Area
Research & Development

Job Type
Full time

Employment Type
Regular

Shift Work
No

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Novartis is committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please 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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