

## Personnel Manager

Job ID  
REQ-10064855

1月 04, 2026

Egypt

### 摘要

Join Our People & Organization Team at Novartis - Where Impact Meets Innovation  
We're offering an exciting opportunity to become a key player in our People & Organization (P&O) team at Novartis. In this dynamic role, you'll drive operational excellence and shape P&O processes that align with our global strategy and principles. You'll manage employment documentation, liaise with regulatory bodies, and help navigate evolving legal frameworks—including Egypt's newly reformed Labor Law—to safeguard both employee rights and organizational integrity. This is your chance to make a meaningful impact in a globally respected organization while staying at the forefront of HR governance and innovation.

#LI-onsite

### About the Role

Major accountabilities:

- Ensure the operational conversion of the P&O Services and P&O strategic goals at Country and site/factory level.
- Manage employment documentation, liaise with regulatory bodies, and help navigate evolving legal frameworks—including Egypt ' s newly reformed Labor Law—to safeguard both employee rights and organizational integrity
- Contract and set expectations with Unit P&O / others as relevant on what services P&O Services will provide and ensure that roles and responsibilities for processes end-to-end are clearly defined and understood.
- Provide support for coaching the organization on P&O processes and services.
- Be at the forefront of legal and regulatory compliance—managing employment contracts across various formats (permanent, temporary, part-time, and fixed-term), ensuring adherence to Egypt ' s Labor Law, and liaising with governmental bodies such as the Ministry of Labor and the Social Insurance Authority.
- Act as direct advisor for all personnel related matters to all employees within our country function and site level (Al Amiriya).

#### Minimum Requirements:

- Minimum of 3 years ' experience in Human Resources, specifically within the Personnel function. Relevant experience in Factory or site level is highly desirable.
- Demonstrated agility and a proactive approach in engaging directly with governmental authorities and regulatory bodies.
- Proven expertise in HR operations and service delivery, with a strong focus on efficiency and compliance.
- Solid understanding of labor law, including practical experience in handling employment contracts, insurance matters, and labor-related complaints or disputes.
- Very good Arabic and English language skills are required.

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>

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>

People & Organization

Business Unit  
Human Resources

地点  
Egypt

站点  
Amiria

Company / Legal Entity  
EG02 (FCRS = EG002) Novartis Pharma S.A.E

Functional Area  
Human Resources

Job Type  
Full time

Employment Type  
Regular

Shift Work  
No

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function adjustKalturaPlayer() { var deviceWidth = window.innerWidth ||
document.documentElement.clientWidth || document.body.clientWidth; var mediaElement =
document.getElementById("kalturaplayer69614fe8f1fdb162631841"); var mediaContainer =
mediaElement.closest('.nc-kaltura-media'); var originalWidth = "1200px"; var originalHeight = "674px";
var originalWidthValue = parseFloat(originalWidth); var originalHeightValue =
parseFloat(originalHeight); var mediaType = "video"; var isResponsive = false; // Get computed styles
of the container element. var parentStyles = window.getComputedStyle(mediaContainer); var
finalWidth = parseFloat(parentStyles.width); if (finalWidth  var config = { targetId:
"kalturaplayer69614fe8f1fdb162631841", provider: { widgetId: "10m7rm1pm", partnerId:
"2076321", uiConfId: "55802022" }, playback: { autoplay: false, autopause: false,
allowMutedAutoPlay: false, loop: false }, sources: { options: {}, startTime: 0 }, plugins: { download: {
disable: true }, "playkit-js-transcript":{ position: "right", // Default: bottom;( ' left ', ' right', ' top ', 'bottom' ) to
enable transcript. expandMode: "over", // Default: alongside;( ' alongside', ' hidden ', 'over' )
expandOnFirstPlay: false, showTime: true, downloadDisabled: false, printDisabled: false, disable:
```

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true } }, ui: { showCCButton: false, settings: { showQualityMenu: true, showSpeedMenu: false },
components: { fullscreen: { disableDoubleClick: false } }, uiComponents: [ { presets: ['Playback',
'Live'], area: 'BottomBarRightControls', replaceComponent: 'Fullscreen', get:
KalturaPlayer.ui.components.Remove } ] } }; config.plugins.preventSeek = { preventSeekForward:
false, preventSeek: false }; config.plugins.floating = { disable: true }; config.plugins.navigation = {
position: "right", expandMode: "over", expandOnFirstPlay: false, visible: false }; config.plugins['playkit-
js-hotspots'] = { disable: true }; config.plugins['playkit-js-moderation'] = { disable: true };
config.plugins['playkit-js-info'] = { disable: true }; config.plugins.share = { disable: true };
config.ui.uiComponents = []; config.plugins.googleTagManager = {};
config.plugins.googleTagManager.customEventsTracking = {};
config.plugins.googleTagManager.containerId = 'GTM-57RJQ5';
config.plugins.googleTagManager.customEventsTracking.custom = [];
config.plugins.googleTagManager.customEventsTracking = { preset: { coreEvents: true, UIEvents:
false, playlistEvents: false, castEvents: false } };

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try { var kalturaPlayer = KalturaPlayer.setup(config); // Add the player to the global array. if (typeof
kalturaPlayerVideos !== 'undefined') { kalturaPlayerVideos.push(kalturaPlayer); } else { var
kalturaPlayerVideos = []; kalturaPlayerVideos.push(kalturaPlayer); } // Load the Player for other
media. kalturaPlayer.loadMedia({entryId: "1dgfvmafo"}); setTimeout(() => {
setupAutoPause(kalturaPlayerVideos); }, 500); function setupAutoPause(players) {
players.forEach((currentPlayer) => { currentPlayer.addEventListener('play', () => {
players.forEach((otherPlayer) => { if (otherPlayer !== currentPlayer && typeof otherPlayer.pause ===
'function') { otherPlayer.pause(); } })); }); }); } catch (e) { console.error(e.message) }

```



**VIDEO**

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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