Director, Strategy & Operations to Global Head Medical Affairs

Job ID
REQ-10069908

1   26, 2026

Switzerland

This is an opportunity to partner closely with the Global Head Medical Affairs and play a central role in driving what matters most across Global Medical Affairs (GMA). You'll operate at the heart of the organisation, bringing focus, momentum, and structure to complex initiatives that cut across teams and geographies. Known for your drive, taking initiative and executive presence, you'll keep critical programs moving, anticipate challenges before they surface, and ensure leaders stay aligned, informed, and confident in delivery. This role is ideal for someone who thrives on ownership, enjoys working proactively at pace, and is energized by making things happen —not just shaping ideas, but seeing them through to meaningful outcomes.

Location: Basel, Switzerland #LI-Hybrid

This role is based in Basel, Switzerland. Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

About the Role

Responsibilities:

- Act as a trusted partner to the Global Medical Affairs Head, driving progress on critical priorities.
- Lead and deliver complex, cross functional programs from initiation through execution with clear accountability.
- Translate leadership direction into structured plans, milestones, and follow through across global teams.
- Orchestrate alignment across Global Medical Affairs functions to ensure pace, clarity, and consistent delivery.
- Anticipate risks, unblock issues, and proactively manage dependencies in a highly matrixed environment.
- Prepare and coordinate high impact materials for senior leadership, governance forums, and executive meetings.
- Track progress, outcomes, and decisions, ensuring visibility and timely escalation where needed.
- Manage external partners and consultants, ensuring objectives, timelines, and value delivery are met.
- Support annual planning and priority setting processes, reinforcing operational discipline and execution focus.
- Represent Global Medical Affairs in key forums, building credibility through presence, clarity, and follow through.

Essential for the role:

- Extensive experience leading complex cross functional programs with visible business impact in a global environment.
- Strong program and project management capability, with a proven ability to drive execution through ambiguity.
- Demonstrated executive presence and confidence engaging with senior leaders and steering committees.
- Track record of translating leadership direction into structured plans, milestones, and measurable outcomes.
- Ability to operate effectively in a highly matrixed organisation across functions, geographies, and cultures.
- Strong judgement and problem solving skills, with the ability to proactively anticipate and resolve issues.
- Excellent communication skills, including the ability to create clear, senior level presentations and updates.
- High personal drive, resilience, and ownership mindset, with the energy to maintain momentum at pace.

Desirable for the role:

- Experience working within Global Medical Affairs or pharmaceutical development environments, with exposure to global governance.

- Background in strategic advisory, consulting, or transformation roles, combined with hands on delivery accountability.

Commitment to Diversity & Inclusion:

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

Accessibility and accommodation:

Switzerland

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

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: Learn about all the ways we'll help you thrive personally and professionally. Read our handbook (PDF 30 MB)

International

Business Unit
Marketing

Switzerland

Basel (City)

Company / Legal Entity
C028 (FCRS = CH028) Novartis Pharma AG

Functional Area
BD&L & Strategic Planning

Job Type
Full time

Employment Type
Regular

Shift Work
No

```
function adjustKalturaPlayer() { var deviceWidth = window.innerWidth ||
document.documentElement.clientWidth || document.body.clientWidth; var mediaElement =
document.getElementById("kalturaplayer697b51555dbfc172234081"); 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:
"kalturaplayer697b51555dbfc172234081", provider: { widgetId: "1Om7rm1pm", 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:
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 } };
```

```
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

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2. https://www.novartis.com/sites/novartiscom/files/novartis-life-handbook.pdf
3. https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Basel-City/Director--Strategy---Operations-to-Global-Head-Medical--AffairsREQ-10069908
4. https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Basel-City/Director--Strategy---Operations-to-Global-Head-Medical--AffairsREQ-10069908