

Maseeraty Graduate Program - Medical Affairs Associate

Job ID
REQ-10072235

2月 16, 2026

Utd.Arab Emir.

摘要

The GPA/MA is responsible for scientifically engaging, collaborating and aligning with internal and external medical experts to co-create value, address identified patient needs, drive operational excellence, and ultimately change the practice of medicine for better patient access and outcomes.

The role acts as a scientific partner and collaborate with other Field matrix colleagues (e.g. Value/Market Access, HEOR, clinical research colleagues) to ensure Novartis can support healthcare systems strengthening & improve patient access and outcomes.
#LI-Onsite

About the Role

Emirati Graduate Program Associate (Fixed Term Contract)

We are welcoming UAE National Talents to apply for our Novartis Emiratization Program which is a

12-month program that will provide you with real world experience that will allow you to put your theoretical learning into practice.

Major Accountabilities

Scientific Engagement Support

- Apply foundational Scientific Engagement principles in medical experts' interactions aligned with the Neuroscience strategy and portfolio priorities.
- Support Medical team in communicating the right evidence to the right medical expert at the right time to enable informed decision-making.
- Coordinate internal scientific engagements and training activities.

Cross-Functional Collaboration

- Drive alignment and coordination with cross-functional teams (Value & Access, HEOR, Clinical Research, Commercial, etc.) to ensure seamless execution of medical initiatives.
- Collaborate with clinical research operations to support effective scientific communication with investigators of key Gulf Neuroscience studies.

Strategic Project & Program Management

- Lead and coordinate the end-to-end planning, tracking, and execution of priority Medical Affairs projects and cross-functional initiatives, ensuring clear timelines, stakeholder alignment, proactive risk mitigation, and on-time delivery of objectives.
- Maintain project plans, trackers, and dashboards to monitor milestones, dependencies, and performance, providing regular updates to the TA Medical Head.

Medical Operations & Systems Management

- Own preparation, submission, tracking, and reconciliation of activities through internal systems.
- Manage purchase orders (POs), budget tracking, and spend reconciliation in alignment with approved plans.
- Draft, submit, and follow up on agreements and contracts, and relevant internal systems.
- Ensure accurate maintenance of spend trackers, documentation, and operational records.

Event & Vendor Coordination

- Coordinate end-to-end event logistics including venue, invitations, medical materials, and on-site support.
- Liaise with vendors and third-party organizers to obtain required documentation for sponsorships, approvals, and compliance.
- Support vendor onboarding and HCP database enrollment, when required.
- Oversee development and coordination of scientific and educational materials (e.g., invitation letters, slides, RMPs) with external partners.

Compliance & Professional Excellence

- Ensure all activities are executed in accordance with Ethics & Compliance standards and Novartis policies.
- Maintain timely completion of administrative responsibilities (CRM systems, expense reporting, compliance modules, etc.).
- Commit to continuous learning and professional development.
- Allocate approximately 25% of time in the field to support medical experts' engagement plans.

Job Dimensions

Number of Associates: None

Financial responsibility: Franchise Medical budget as assigned

Impact on the organization:

- Enable effective and compliant execution of Medical Affairs strategy
- Maintain tailored medical engagement with key medical experts
- Contribute to a best-in-class Field Medical organization through structured coordination and operational excellence

Ideal Background

Education:

Pharmacist, Masters, or other post-graduate degree in health/life sciences.

Experience:

- Strong project and time management skills
- Demonstrates credibility and clarity of purpose to build effective and collaborative relationships
- Self-directed learner with a growth mindset

- Excellent communication, interpersonal, and influencing skills
- Curious mindset with strong listening and questioning abilities
- Ability to adapt, prioritize, and work effectively within multifunctional teams
- Solid business acumen with solution-oriented and critical thinking
- High personal integrity and accountability

KPIs/Desired outcomes

- Timely and successful delivery of prioritized projects and milestones
- Accurate and compliant BeSure/FUSE submissions and documentation
- Accurate and timely PO processing and budget/spend tracking
- Effective coordination of events and scientific activities
- Maintenance of up-to-date project and operational trackers
- Positive medical experts feedback on project coordination and operational support
- Full compliance with internal processes and policies

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 \(PDF 30 MB\)](#)

部门
International

Business Unit
Development

地点

Utd.Arab Emir.

站点

Dubai

Company / Legal Entity

AE01 (FCRS = AE001) Novartis Middle East FZE (Representative Office)

Functional Area

Others

Job Type

Full time

Employment Type

Early Career (Fixed Term)

Shift Work

No

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