

## Clinical Project Manager

Job ID  
REQ-10072776

3月 04, 2026

India

### 摘要

The Clinical Project Manager is responsible for providing project management support to various focus areas in Clinical Science, such as Medical/Clinical Processes and Clinical Compliance/Quality. Project management support includes managing and coordinating project management tasks, planning and conducting meetings for cross-functional teams under the leadership of CS Directors or Process Owners, and ensuring operational tasks in the Clinical Science (CS) group are performed to regulatory and quality standards.

### About the Role

Responsibilities:

- Lead and facilitate cross-functional project activities to support successful execution of Clinical Science initiatives

- Provide operational support to Medical/Clinical Processes and Clinical Compliance/Quality focus areas
- Plan, organise, and conduct meetings and workshops, ensuring logistics, agendas, and follow-ups are managed effectively
- Act as first point of contact for stakeholder enquiries, tracking deliverables and escalating issues or opportunities
- Capture, analyse, and report project and process metrics to support data-driven decision-making
- Maintain and update SharePoint sites, driving content alignment and agreement across teams
- Manage calendars, mailboxes, FAQs, and network documentation to ensure smooth project operations
- Collaborate with internal teams to support assigned activities and foster strong cross-functional partnerships.

#### Support to the CDE Leadership:

- Provides key support in the execution and operationalization of the CDE and Clinical Development strategy (e.g. prepares functional meetings (agenda, minutes), prepares presentations after prior discussion of content, ensures database administration.
- Maintains CDE SharePoint site and supports communication efforts
- Collaborates with other teams as per activities assigned

#### Key Performance Indicators

- Accurate and timely execution of project management tasks
- Successful implementation of agreed project/process activities
- Strong collaboration and effective partnerships with the respective and relevant stakeholders
- Clearly demonstrated Novartis Values & Behaviours

#### Job requirements:

- Bachelor ' s or Master ' s degree in science or business-related field
- Minimum 2 years of Drug Development experience if holding an associate degree or equivalent
- Proven experience in managing complex projects within a scientific or clinical environment
- Strong understanding of the Drug Development process and clinical operations
- Ability to manage multiple priorities and adapt to changing demands with a positive attitude
- Skilled in simplifying processes while delivering high-quality outcomes
- Strong analytical mindset with a focus on data-driven decision-making
- Fluent in oral and written English
- Excellent communication, interpersonal, and negotiation skills

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>

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部门

Development

Business Unit

Development

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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function adjustKalturaPlayer() { var deviceWidth = window.innerWidth ||
document.documentElement.clientWidth || document.body.clientWidth; var mediaElement =
document.getElementById("kalturaplayer69a950cbe335a471732518"); 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:
"kalturaplayer69a950cbe335a471732518", 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:
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: "1dgvmafo"}); 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.

### Accessibility and accommodation

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