

People and Organization Project Specialist , Maseeraty Program

Job ID
REQ-10078608

5月 19, 2026

Utd.Arab Emir.

摘要

The P&O Project Specialist supports the effective planning, coordination, and execution of People & Organization (P&O) initiatives across assigned regions or clusters. The role acts as a key operational partner to senior P&O leadership, ensuring structured delivery, strong governance, and high quality stakeholder coordination while building foundational P&O capability.

#LI-onsite

About the Role

Major Accountabilities

- Support delivery of regional P&O projects and initiatives, ensuring timelines, milestones, and outcomes are met.
- Coordinate inputs, actions, and follow ups across P&O teams, Talent Acquisition, and

relevant Centers of Expertise.

- Provide operational support for P&O governance processes, including workforce planning, role documentation, and approval submissions.
- Prepare meeting materials, track actions, and support execution of recurring P&O leadership forums and planning meetings.
- Maintain and update P&O documentation, presentations, and knowledge materials in line with global standards.
- Support data consolidation, basic analysis, and reporting for P&O initiatives and leadership reporting.
- Act as a trusted operational partner to the Regional P&O Head, ensuring effective organization, prioritization, and execution support.

Minimum Requirements

- Bachelor ' s degree preferred; exposure to HR, project management, or business operations advantageous
- Strong coordination, organization, and stakeholder management skills
- High learning agility with interest in building a P&O/HR career
- Strong attention to detail, follow through, and structured working style
- Proficient in Microsoft Office tools; experience supporting complex, multi stakeholder environments preferred

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部门

People & Organization

Business Unit
Human Resources

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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