

Maseeraty Graduate Program, Communications Associate - UAE

Job ID
REQ-10083450

7月 10, 2026

Utd.Arab Emir.

Available in: English

摘要

Emirati Graduate Program Associate (Fixed Term Contract)

We are welcoming UAE National Talents to apply for our Novartis Emiratization Program which is a 2-year program that will provide you with real world experience that will allow you to put your theoretical learning into practice.

- Go through a thorough onboarding and understanding of Novartis ' different functions including but not limited to Sales & Marketing, Medical, Value & Access as well as support functions.
- Participate and lead key projects across the organization.
- Build your management skills.

If you are a UAE National, hold a UAE Family Book and have received a Bachelor ' s Degree in the past 3 years and are passionate to join an organization that promotes an unbossed, diverse and flexible working environment; hurry and apply now.

The Communications Associate will support the planning and execution of corporate communications, employee engagement, digital communications, social media, and reputation-building initiatives across Novartis Gulf.

The role provides hands-on experience across multiple communications disciplines and offers exposure to strategic communications, stakeholder engagement, content creation, event management, and communications measurement. The associate will work closely with the various teams at Novartis Gulf including Medical, Marketing, Public Affairs, Legal, Ethics Risk & Compliance, and external partners to support business priorities and strengthen Novartis' reputation internally and externally.

The position is designed to provide a strong foundation for a future career in communications by developing capabilities in content development, storytelling, project coordination, digital communications, and stakeholder engagement.

#LI-Onsite

About the Role

Corporate Communications Support

- Support implementation of communications strategies and plans aligned with organizational priorities.
- Assist in developing communications materials including presentations, key messages, fact sheets, newsletters, announcements, reports, and communication toolkits.
- Support executive communications activities including leadership messaging, town halls, talking points, presentations, and employee communications.
- Conduct research and benchmarking to support communications initiatives and projects.

Internal Communications & Employee Engagement

- Support planning and execution of internal communications campaigns and employee engagement initiatives.
- Assist with drafting and publishing content for internal communication channels, including Workvivo, intranet, email communications, and other employee platforms.
- Coordinate collection of content and success stories from different business functions.
- Support awareness days, leadership engagements, employee events, and culture-building initiatives.

- Assist with internal communications measurement and reporting.

Digital & Social Media Communications

- Support management of Novartis Gulf social media channels in alignment with corporate guidelines and governance requirements.
- Assist with content creation, copywriting, content calendars, scheduling and publishing activities.
- Monitor social media activity and support reporting and analytics.
- Support coordination with social media, creative, and digital agencies.
- Contribute to development of engaging digital storytelling content across multiple channels.

Content Development & Storytelling

- Create written and visual content for internal and external audiences.
- Support development of presentations, event materials, newsletters, social media assets, articles, and feature stories.
- Identify and develop employee, patient, and corporate stories that strengthen engagement and reputation.
- Support multilingual communications where required.

Patient Advocacy & Stakeholder Engagement

- Support patient advocacy initiatives and disease awareness campaigns.
- Assist with stakeholder engagement activities, events, workshops, and awareness programs.
- Conduct research and gather insights related to patient needs and stakeholder priorities.
- Support development of communication materials related to patient advocacy initiatives, where applicable.

Events & Project Coordination

- Support planning and execution of internal and external events, meetings, workshops, awareness campaigns, and engagement activities.
- Coordinate logistics, communications materials, attendee management, and post-event reporting.
- Liaise with agencies, vendors, and internal stakeholders to ensure timely project delivery.
- Maintain project trackers and support overall project coordination activities.

Communications Measurement & Reporting

- Support collection and analysis of communications performance metrics.
- Assist in preparation of monthly, quarterly, and campaign-specific reports.
- Monitor engagement indicators and identify opportunities for continuous improvement.
- Support stakeholder feedback collection and communications effectiveness assessments.

Compliance & Governance

- Ensure all communication activities comply with Novartis policies, processes, and applicable regulations.
- Support management of content approvals and documentation processes.
- Assist with consent management and documentation where required.
- Ensure timely reporting of adverse events and product quality complaints in accordance with Novartis procedures and requirements.

Innovation & Continuous Learning

- Leverage digital tools and emerging technologies, including AI-enabled solutions, to support content development, analytics, and communication delivery.
- Stay informed on communications trends, best practices, and evolving digital platforms.
- Contribute ideas that improve communications effectiveness, processes, and stakeholder engagement.

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
Legal

Business Unit
Finance

地点
Utd.Arab Emir.

站点
Dubai

Company / Legal Entity
AEP0 (FCRS = CH024) Novartis Pharma Services AG (Representative Office)

Functional Area
Others

Job Type
Full time

Employment Type
Early Career (Fixed Term)

Shift Work
No

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