

Associate Director - PMO Excellence & Enablement

Job ID
REQ-10084504

7月 31, 2026

India

Available in: English

摘要

PM Enablement Services Lead drives project management excellence through governance, standards, tools, reporting, and continuous improvement. The role owns the strategy and optimization of PM platforms, partners with business and technology stakeholders, leads capability development and change adoption, and drives AI-enabled innovation to deliver scalable PM enablement services and measurable business outcomes.

About the Role

Major Accountabilities

- Lead PM Enablement Strategy and Governance: Own and execute the PM Enablement service portfolio, operating model, standards, governance frameworks, KPIs, and continuous

improvement initiatives aligned to business objectives.

- **Manage Project Management Tools and Platforms:** Drive the strategy, roadmap, adoption, enhancement, and optimization of PM tools including PM Planner, PMO Hub, Jira, ServiceNow, SharePoint, and Microsoft 365 solutions.
- **Drive AI and Digital Transformation Initiatives:** Develop and implement AI readiness, GenAI enablement, automation, and digital transformation strategies across project and portfolio management processes.
- **Establish Project Management Excellence:** Define, standardize, and continuously improve project, program, and portfolio management methodologies, templates, processes, and best practices.
- **Deliver Training, Adoption, and Change Management Programs:** Build capability development programs, training curricula, knowledge repositories, and communities of practice to enhance project management maturity and tool adoption.
- **Provide Executive Reporting and Analytics:** Develop portfolio dashboards, performance metrics, and executive-level reporting that deliver actionable insights and support strategic decision-making.
- **Manage Senior Stakeholder Relationships:** Serve as the primary point of contact for PM Enablement services, partnering with business leaders and technology teams to translate requirements into scalable solutions. **Oversee Vendor and Service Performance:** Manage third-party providers, monitor service delivery against SLAs and contractual commitments, and drive operational excellence, quality, and cost optimization.

Minimum Requirements

- **Education:** Bachelor's degree in Computer Science, Information Technology, Engineering, Business Administration, or a related discipline.
- **Project & Portfolio Management Experience:** 10+ years of experience in project, program, portfolio management, PMO leadership, or PM Enablement functions within a large enterprise environment.
- **PM Methodology Expertise:** Strong knowledge of project management frameworks and methodologies, including Agile, Waterfall, Hybrid delivery models, governance, and PMO best practices.
- **Tool and Platform Expertise:** Demonstrated experience managing and optimizing project management platforms such as Jira, ServiceNow, SharePoint Online, Microsoft 365, PM Planner, and PMO tools.
- **SharePoint & Microsoft Ecosystem Knowledge:** Deep understanding of SharePoint Online, Microsoft 365 solutions, information architecture, content management, and collaboration platforms.
- **AI, Automation & Digital Transformation Experience:** Experience implementing AI, GenAI, workflow automation, analytics, or digital transformation initiatives within project management or operational environments.
- **Leadership & Stakeholder Management Skills:** Proven ability to influence senior executives, lead cross-functional teams, manage vendors, and drive organizational change across complex environments.
- **Analytical & Communication Skills:** Strong analytical, problem-solving, presentation, communication, and organizational skills, with the ability to manage multiple priorities and deliver results in a fast-paced environment.

Why consider Novartis?

Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us!

Learn more here:

<https://www.novartis.com/about/strategy/people-and-culture>

Commitment to Diversity and Inclusion:

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

Join our Novartis Network: If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here:

<https://talentnetwork.novartis.com/network>

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

Operations

Business Unit

Information Technology

地点

India

站点

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Information Technology

Job Type

Full time

Employment Type

Regular

Shift Work

No

```
var kPlayer = KalturaPlayer55802022 || KalturaPlayer; var config = { targetId:
"kalturaplayer6a6feba8c07aa682740151", provider: { widgetId: "10m7rm1pm", partnerId:
"2076321", uiConfId: "55802022" }, playback: { autoplay: false, autopause: false, muted: false, loop:
false }, sources: { options: {}, startTime: 0 }, disableUserCache: "true", plugins: {}, sources: { options:
{}}, startTime: 0 }, ui: { showCCButton: false, settings: { showQualityMenu: true, showSpeedMenu:
false }, components: { fullscreen: { disableDoubleClick: false } }, uiComponents: [ { presets:
['Playback', 'Live'], area: 'BottomBarRightControls', replaceComponent: 'Fullscreen', get:
kPlayer.ui.components.Remove } ] } }; // Check and add plugins only if they exist if
(kPlayer.plugins["download"]) { config.plugins.download = { disable: true }; } if
(kPlayer.plugins["transcript"]) { config.plugins["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 }; } if (kPlayer.plugins["preventSeek"]) {
config.plugins.preventSeek = { preventSeekForward: false, preventSeek: false }; }
config.plugins.floating = { disable: true }; if (kPlayer.plugins["navigation"]) { config.plugins.navigation =
{ position: "right", expandMode: "over", expandOnFirstPlay: false, visible: false }; } if
(kPlayer.plugins["hotspots"]) { config.plugins["playkit-js-hotspots"] = { disable: true }; } if
(kPlayer.plugins["moderation"]) { config.plugins["playkit-js-moderation"] = { disable: true }; } if
(kPlayer.plugins["info"]) { config.plugins["playkit-js-info"] = { disable: true }; } if
(kPlayer.plugins["share"]) { config.plugins.share = { disable: true }; } config.ui.uiComponents = []; if
(kPlayer.plugins["googleAnalytics"]) { 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 } };
```

```
// Ensure the global player registry array always exists, regardless of embed type.  
window.kalturaPlayerVideos = window.kalturaPlayerVideos || []; try { var thumbEmbedPromise =  
thumbnailEmbed({config, mediaInfo: {entryId: "1dgfvmafo"}}); // thumbnailEmbed() returns a  
Promise that resolves with the player instance // when the user clicks the thumbnail. Use .then() to  
capture the player directly. thumbEmbedPromise .then(function(player) {  
window.kalturaPlayerVideos.push(player); // Notify kalturaDataLayer.js that a new player is ready so  
it can // attach custom event listeners immediately, regardless of when // the user clicked the  
thumbnail relative to page load. document.dispatchEvent(new CustomEvent('kalturaPlayerReady', {  
detail: { player: player } })); }) .catch(function(error) { console.error(error); }); } catch (e) {  
console.error(e.message) }
```

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