

## Global Program Associate Director " >

Job ID  
326614BR  
Sep 02, 2021  
Ireland

### **Job Description**

105,000 people re-imagining medicine for more than 750 million people globally. That is the number of people you may impact in this role.

- The Global Program Associate Director (GPAD) provides project management expertise and operational support for highly complex global drug development programs or brands. As a member of the Global Program Team (GPT), the GPAD maintains accurate plans, documentation, and resource forecasts, and supports the Global Program Executive Director (GPED) to ensure smooth day-to-day operation of the GPT, resolve program issues, and facilitate alignment across sub-teams and line functions.

### **Your responsibilities:**

Your responsibilities include, but are not limited to:

- Contribute to the cross-functional strategy and program scenario generation to enable efficient GPT discussions
- Identify and manage program development risks and issues
- Enable an enterprise view when planning resources and budget
- Generate and maintain a high-quality and accurate project plan and forecast in the enterprise planning system (e.g. Horizon)
- Monitor and track development activities to forecast, timelines and at high quality
- Facilitate GPT dynamics, performance and communication
- The GPAD is a project management professional with expert planning, tracking, and financial reporting skills, and advanced technical skills in the use of Excel and Gantt charts.

The GPAD may deputize for the GPED and may lead or participate on ad-hoc cross-functional task forces and sub-teams. In some cases, a GPAD may be fully dedicated to a non-drug GPM initiative for a short time period.

### **Minimum Requirements**

#### **• What you'll bring to the role:**

Masters or Doctorate in Life Sciences(or MBA with bachelor's degree, or equivalent experience in Life Science)

Fluent English (oral and written)

1. 5+years pharma industry experience
2. 5+years or equivalent multi-/cross functional team experience
3. Previous track record of success in working with large scale and complex international and multidisciplinary drug development teams

4. Intermediate knowledge in drug development process & Intermediate knowledge of regulatory and business requirements
5. Strong project / program management skills with expert planning and tracking skills, ability to use proper tools in program management
6. Well organized, focused on results, capable of managing multiple projects, excellent time management skills with respect to priorities and self-management with strong interpersonal and communication skills for bridging across diverse, cross functional, multi-national, geographically dispersed teams

**You'll receive:**

Competitive salary, Annual bonus, Pension scheme, Share scheme, Health insurance, 25 days annual leave, Flexible working arrangements, subsidized dining facilities, Employee recognition scheme, learning and development opportunities.

**Why consider Novartis?**

769 million. That's how many lives our products touched in 2020. And while we're proud of that fact, in this world of digital and technological transformation, we must also ask ourselves this: how can we continue to improve and extend even more people's lives?

We believe the answers are found when curious, courageous and collaborative people like you are brought together in an inspiring environment. Where you're given opportunities to explore the power of digital and data. Where you're empowered to risk failure by taking smart risks, and where you're surrounded by people who share your determination to tackle the world's toughest medical challenges.

**Imagine what you could do at Novartis!**

**Commitment to Diversity & Inclusion:**

Novartis embraces diversity, equal opportunity and inclusion. We are committed to building diverse teams, representative of the patients and communities we serve, and we strive to create an inclusive workplace that cultivates bold innovation through collaboration, and empowers our people to unleash their full potential. Novartis are an equal opportunities employer and welcome applications from all suitably qualified persons

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

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

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Division

Global Drug Development

Business Unit

PORTFOLIO STRATEGY & MGMT GDD

Location

Ireland

Site

Dublin

Company / Legal Entity

Novartis Ireland Limited

Functional Area

Research & Development

Job Type

Full Time

Employment Type

Regular

Shift Work

No

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