

## Senior Consultant - PMO

Job ID  
REQ-10009630

6月 20, 2024

Czech Republic

### 摘要

105,000 people reimagining medicine for nearly 750 million patients worldwide! As a PMO consultant at Novartis, that is the number of patients you may have an impact on.

The primary responsibility is to provide leadership to the Program team in projects and operational tasks. The position holder ensures full transparency of ongoing projects progress.

The role is responsible for program management & coordination within the Strategy department e.g. supporting work streams, providing project execution support and planning support. The role provides leadership to programs and large scale transformations by providing guidance, monitoring compliance with project milestones, risks and issues and reporting on program/project status, governance and frameworks at all levels of the program.

### About the Role

Your responsibilities:

- Coordinate the team throughout all project management phases
- Manage communication with external and internal stakeholders (clients, sponsors, executives, etc.)
- Organize and participate in client meetings
- Collaborate with the sponsor
- Ensure compliance with client requirements and business needs
- Ensure customer satisfaction
- Bring together all company units to meet client demands
- Create a detailed project management plan and other project documents
- Guide incoming and outgoing project files and provide solutions to project-related issues
- Set the strategic direction of all projects, define the project 's scope, Set milestones and deadlines
- Create budget and revenue estimates and manage project resources and their costs
- Assign, prioritize, and supervise project tasks (task management)
- Implement and manage changes; Identify, prevent, and manage risks
- Track project performance using appropriate KPIs, metrics, tools, and techniques

What you ' ll bring to the role:

- Bachelors in either a Science, Business, or Economics
- Certified in PMP or Agile/Scrum or PRINCE2 is required.
- Pharma industry experience is a plus but not required
- 6-10 years ' experience in Project & Program Management and Change Management, collaborating across different divisions and geographies
- Prioritizing and planning, analyzing business requirements, communicating with different customer groups, and managing senior stakeholders

You ' ll receive:

Monthly pension contribution matching your individual contribution up to 3% of your gross monthly base salary; Risk Life Insurance (full cost covered by Novartis); 5-week holiday per year; (1 week above the Labour Law requirement) ; 4 paid sick days within one calendar year in case of absence due to sickness without a medical sickness report; Cafeteria employee benefit program - choice of benefits from Benefit Plus CZ in the amount of 12,500 CZK per year; Meal vouchers in amount of 90 CZK for each working day (full tax covered by company); Public Transportation allowance; MultiSport Card. Find out more about Novartis Business Services: <https://www.novartis.cz/>

Why consider Novartis?

766 million lives were touched by Novartis medicines in 2021, and while we ' re proud of this, we know there is so much more we could do to help improve and extend people ' s lives.

We believe new insights, perspectives and ground-breaking solutions can be found at the intersection of medical science and digital innovation. That a diverse, equitable and inclusive environment inspires new ways of working.

We believe our potential can thrive and grow in an unbossed culture underpinned by integrity, curiosity, and flexibility. And we can reinvent what's possible, when we collaborate with courage to aggressively and ambitiously tackle the world's toughest medical challenges. Because the greatest risk in life, is the risk of never trying!

Imagine what you could do here at Novartis!

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>

Accessibility and accommodation:

Novartis is committed to working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to receive more detailed information about the essential functions of a position, please send an e-mail to [talentnetwork@novartis.com](mailto:talentnetwork@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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>

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: <https://talentnetwork.novartis.com/network>

Benefits and Rewards: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

部门  
Operations

Business Unit  
CTS

地点  
Czech Republic

站点  
Prague

Company / Legal Entity  
CZ02 (FCRS = CZ002) Novartis s.r.o

Functional Area  
BD&L & Strategic Planning

Job Type  
Full time

Employment Type  
Regular

Shift Work  
No

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

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