

## HR Project Specialist , Maseeraty Program

Job ID  
REQ-10071285

4月 30, 2026

Utd.Arab Emir.

### 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 12-month program that will provide you with real world experience that will allow you to put your theoretical learning into practice.

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

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  
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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