

People and Organization Project Specialist , Maseeraty Program

Job ID

REQ-10071285

Apr 09, 2026

LOC_AE

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

Role Requirements

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>

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Division

DIV_PO

Business Unit

Human Resources

Location

LOC_AE

Site

Dubai

Company / Legal Entity

AE01 (FCRS = AE001) Novartis Middle East FZE (Representative Office)

Functional Area

FCT_OT

Job Type
Full time
Employment Type
Early Career (Fixed Term)
Shift Work
No
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