

Associate Director - IT Project Manager, Real Estate Facilities Services

Job ID

REQ-10075622

Apr 13, 2026

LOC_CZ

About the Role

Key responsibilities:

- End-to-End Project & Program Delivery: Own full lifecycle delivery of medium-to-large DDIT REFS projects, from demand intake to go-live and operational handover; ensure projects are delivered on time, on scope, and on budget, with clear ownership and accountability; lead multi-vendor delivery landscapes (system integrators, SaaS providers, security vendors, local implementation partners)
- Governance, Planning & Control: Establish and enforce robust project governance aligned with DDIT standards (phase gates, tollgates, approvals, documentation); Own integrated project plans, dependencies, milestones, and critical path management; Actively manage risks, issues, and change requests, ensuring early escalation and mitigation
- Stakeholder & Senior Leadership Management: Serve as primary interface between Business stakeholders and DDIT delivery teams; prepare clear, executive-level status reporting, decision papers, and escalation summaries; drive alignment across global, regional, and local stakeholders with often-conflicting priorities
- Vendor & Financial Management: Manage vendor performance against contractual milestones and deliverables, enforce early delay flagging, impact assessments, mitigation plans, and recovery actions; coordinate closely with Procurement on SOWs, contract extensions, and milestone alignment; control project financials, forecasts, and budget tracking
- Portfolio Contribution & Continuous Improvement: Contribute to project portfolio planning, prioritization, and capacity discussions; ensure lessons learned, retrospectives, and standards are consistently applied

Essential Requirements:

- 10+ years of experience in IT project / program management, preferably in enterprise or regulated environments
- Strong exposure to Real Estate, Facilities, Infrastructure, or Enterprise SaaS implementations, SAP/S4Hana (e.g. ERP, IWMS, ServiceNow, security systems)
- Proven execution excellence capabilities, with deep expertise in project & program management methodologies (Waterfall, Agile, hybrid), with strong planning, dependency management, and critical-path thinking skills
- Senior-level project leadership in complex, matrix organizations, with strong decision-making under ambiguity and delivery pressure, and ability to enforce standards without damaging stakeholder relationships
- Experience working in a global, multi-country delivery context, with proven experience managing large, interdependent delivery plans
- Demonstrated experience managing external vendors and complex contracts
- Excellent concise, executive-ready communication skills, with fluency in English, with ability to translate complex technical and delivery topics into business impact

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.

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>

What you will 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 Cafeteria in the amount of 13,500 CZK per year; Meal vouchers in amount of 90 CZK for each working day (full tax covered by company); transportation allowance; MultiSport Card. Find out more about Novartis Business Services: <https://www.novartis.cz/>

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>

Role Requirements

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Benefits and Rewards: Learn about all the ways we'll help you thrive personally and professionally. [Read our handbook \(PDF 30 MB\)](#)

Division

DIV_TO

Business Unit

Information Technology

Location

LOC_CZ

Site

Prague

Company / Legal Entity

CZ02 (FCRS = CZ002) Novartis s.r.o.

Functional Area

FCT_TT

Job Type

Full time

Employment Type

Regular

Shift Work

No

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