

Associate Director - Global Publications & Foundational Content

Job ID

REQ-10075523

Apr 14, 2026

LOC_IN

About the Role

Key Responsibilities :

- Prepares / supports the preparation of highly complex scientific documents to meet highest quality standards, including pivotal primary manuscripts, scientific communications platform and scientific lexicons, scientific writing for IEPs, meeting materials for satellite symposia, publication planning materials.
- Initiates, implements, and champions process improvement techniques. Manages multiple projects across multiple brands and therapeutic areas.
- Defines and implements customer management strategies and tactics. Ideates and implements tactics to influence internal and external development environment.
- Complies with and support group's project management tool, standards, policies, and initiatives. Follows Novartis specifications for documentation, templates etc.
- Maintains records for all assigned projects including archiving and audit, SOP and training compliance.
- Trains new joiners, fellow colleagues as and when required. Performs additional tasks as assigned.

Essential Requirement:

- Minimum science degree or equivalent, B.Sc./equivalent with 12 years Clinical Research (CR) experience, M.Sc./M.Pharm +10 years of clinical research (CR) experience or Doctoral Degree or Qualification in Medical Sciences (MBBS/MD/equivalent) PhD > 8 year of CR experience, MBBS/equivalent >8 year of CR experience, MD >6 years (Preferred).
- Timely preparation of medical and scientific documents to meet regulatory requirements, for publication of clinical trial results, to increase customer awareness of company products, and to support marketing activities.
- Minimum of 5 years' experience in medical communications. Medical writing experience.
- Good understanding of industry work processes for publications. Proficiency in Microsoft Office (Word, Excel, Powerpoint, Outlook).

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>

Benefits and Rewards: Learn about all the ways we'll help you thrive personally and professionally.

[Read our handbook \(PDF 30 MB\)](#)

Division

DIV_GD

Business Unit

Development

Location

LOC_IN

Site

Hyderabad (Office)
Company / Legal Entity
IN10 (FCRS = IN010) Novartis Healthcare Private Limited
Functional Area
FCT_RD
Job Type
Full time
Employment Type
Regular
Shift Work
No
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