

USMA TA Program Manager, Senior Manager - Neuroscience

Job ID

REQ-10078826

Jun 09, 2026

LOC_MX

About the Role

Key Responsibilities:

- Program Management – Implements best-in-class program management tools and processes in the day-to-day practice across Medical Affairs MSTs. Provides continuous feedback from the execution/implementation to align best practices with business needs across Medical Teams.
- Strategy development – Facilitates/coordinates the process to define medical strategies and priorities at disease area/product level by bringing insights from the execution and delivery of tactics.
- Tactical planning - Partners with Medical Teams to lead the process of developing tactical plans aligned to strategies and priorities.
- Program delivery and execution governance - Coordinates / tracks project milestones and overall programs' progress. Provides project management support for selected tactics based on complexity and relevance for the overall program. Continuously evaluates to find improvement opportunities and improve strategic and tactical plans. Proactively identify risks, interdependencies, and decision points.
- Budget management – Drives the process for the creation of the annual budget at disease area/product level, and owns monthly budget updates and forecasts, ensuring minimal deviations vs target. Proactive evaluation and identification of risks/opportunities. Facilitates process to re-prioritize and define mitigative actions.
- Stakeholder management & communications – Organizes and facilitates/drives meetings for strategic and tactical forums/cross-function teams. Engages with multiple stakeholders within Medical Affairs and across the organization.
- Knowledge management – Collecting content for annual strategic plans. Owns distribution of content and management of tools to ensure access to information and continuous communication for disease area teams.
- Acts as a peer leader and execution partner within assigned MSTs, driving reliable delivery, disciplined governance, and stakeholder alignment. Builds strategic program leadership capabilities through coaching and mentorship from the Associate Director role.
- Tools, process, and automation adoption: Implement best-in-class tools and processes across MSTs; track progress, improve ways of working, and support automation and process improvement initiatives (including new tool adoption).
- Continuous improvement: Participate in operational excellence initiatives and apply structured problem solving to reduce manual workload within PMs remit.
- Leverages AI tools to streamline tasks, generate content, and support decision-making, demonstrating practical fluency in prompting, interpreting, and refining AI outputs to improve work quality and efficiency.

Essential Requirements:

- Bachelor's degree in scientific field desirable; Advanced degree preferred.
- PMP (Project Management Professional) Certification desirable.
- Minimum 5+ years in pharmaceutical industry (or similar area of work) with a proven record for managing and/or coordinating projects from start to completion.
- Proven record of accomplishments that demonstrate strong strategic project management, analytical and multitasking skills.
- Demonstrated track record of success and leadership skills working on multidisciplinary drug development teams in different phases of development in a complex matrix environment.

- Experience managing and forecasting budgets.
- Advanced user skills in project management tools, Excel, Word, PowerPoint.
- Strong English written, oral & presentation skills, with an ability to make professional and credible first impressions with internal and external customers.
- High degree of organizational, analytical, and team management and leadership skills.
- Ability to work on complex, multi-faceted projects.
- Excellent interpersonal communication and cross-functional collaboration skills.
- Availability and willingness to work and be available during US business hours, schedule coordination in advance to ensure US Holiday coverage, and on call for critical matters, based on business needs.
- Employees are typically expected to be in their current role for at least 12-24 months before applying for a different role, depending on their role and per local guidelines. This allows them to gain sufficient experience and demonstrate their capabilities in their current position. Any transfer or application for a different role typically requires approval from the employee's current manager and the leadership team.

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.

Accessibility and Accommodation:

Novartis is committed to work with and provide reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to tas.mexico@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Novartis tiene el compromiso de trabajar y proporcionar adaptaciones razonables para personas con discapacidad. Si, debido a una condición médica o discapacidad, necesita una adaptación razonable para cualquier parte del proceso de contratación, o para desempeñar las funciones esenciales de un puesto, envíe un correo electrónico a tas.mexico@novartis.com y permítanos conocer la naturaleza de su solicitud y su información de contacto. Incluya el número de posición en su mensaje.

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_IU

Business Unit

Marketing

Location

LOC_MX

Site

INSURGENTES

Company / Legal Entity

MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.

Functional Area

FCT_RD

Job Type

Full time

Employment Type

Regular
Shift Work

No

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