

SSO Study Start-Up Manager

Job ID

REQ-10077281

May 20, 2026

LOC_AR

About the Role

- Key Responsibilities

- Lead country study start-up strategy and plans, partnering with portfolio leads and global study team.
- Drive start-up timelines from country allocation through Green Light readiness, meeting committed milestones.
- Prepare and submit ethics committee packages; review informed consent forms and manage amendments and updates.
- Coordinate health authority submissions with regulatory partners; respond to deficiency letters promptly and accurately.
- Maintain high-quality Trial Master File documentation for inspection readiness; ensure accuracy, completeness, and traceability.
- Lead site selection and readiness, ensuring documentation supports initiation and subsequent drug release.
- Chair local start-up meetings, align vendors and stakeholders, and implement corrective actions to meet Novartis standards.

Essential Requirements

- Degree in a scientific or health discipline (advanced degree preferred with clinical trial or project management experience).
- Fluent written and spoken English; local language capability as needed for the country scope.
- Minimum five years of clinical operations experience, including project oversight and/or clinical trial monitoring.
- Strong understanding of clinical drug development, especially trial set-up, execution, and monitoring.
- Demonstrated ability to lead in a matrix environment and influence without direct reports.
- Knowledge of Good Clinical Practice and International Council for Harmonisation standards, plus health authority expectations and Novartis standards

Attachments

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_AR

Site

Ramallo (Argentina)

Company / Legal Entity

AR01 (FCRS = AR001) Novartis Argentina S.A.

Functional Area

FCT_RD

Job Type

Full time

Employment Type

Regular

Shift Work

No

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