

# Associate Manager, PE Governance Office

Job ID

REQ-10074910

Jun 03, 2026

LOC\_IN

## About the Role

Major accountabilities:

- Prepares, negotiates, and executes contractual agreements in alignment with approved Novartis templates and established legal and compliance requirements.
- Collaborate closely with legal and global and country ERC teams, proactively seeking expert guidance and informed feedback on complex or high-impact matters on each activity to ensure alignment with regulatory expectations, internal standards, and organizational policies.
- Coordinates with the relevant activity owners to gather clarifications and ensure the completeness and accuracy of information and data required for engagement and funding activities.
- Maintains ongoing tracking, updates, and reporting of operational data to ensure accuracy, visibility, and compliance across all activities.
- Supports continuous process improvements, promotes knowledge sharing, and contributes to the development and maintenance of SOPs, work instructions, and other process documentation.
- Provides first-line user support for enterprise tools and systems (such as Engage, HIP, BeSure, GEMS) for all engagement and funding activity submissions.
- Support the Patient Insight Panel (PIP) process by ensuring accurate tracking and timely execution of quarterly payments.
- Serves as a subject matter expert by leading team training, refreshers, and capability-building sessions.
- Supports the Transfer of Value (TOV) monthly data-validation process, coordinating with cross-functional teams to ensure timely, accurate, and compliant validations in the context of patient engagement.
- Contributes to operational and functional initiatives, including organizing and leading team calls, supporting UAT activities, and participating in system or process enhancements.
- Escalates system defects and complex access issues to the appropriate support teams to ensure timely investigation and resolution.
- Drives alignment with Legal on contract templates, implementation practices, and ongoing communication to ensure consistent application across the organization.
- Supports the preparation, reporting, and presentation of Key Performance Indicators (KPIs) and other governance metrics.
- Support end to end U.S. Patient Advocacy (USPA) funding submissions within the external funding management system (e.g. NGCS), ensuring completeness, accuracy, and adherence to all internal and external policies.

Key Performance Indicators:

- Accurate and timely execution of project management tasks
- Successful implementation of agreed project/process activities
- Strong collaboration and effective partnerships with the respective and relevant stakeholders
- Successful implementation of team initiatives
- Clearly demonstrated Novartis Values & Behaviors

Education:

- Bachelor or Master degree in science, Law or Business administration

- Preferred Project management certification

Experience / Professional Requirements:

- Excellent interpersonal, verbal and written communication, and negotiation skills, with a credible and persuasive presentation style.
- 6+ years of experience working within global, complex, and cross functional environments.
- Proven track record in project management, stakeholder management and contract management skills
- Familiar with the Drug Development process, good understanding of the Development organization
- Ability to simplify processes while delivering on given objectives.
- Strong analytical and data driven mind-set.
- Action orientated mindset: make things happen - exhibit a strong will to drive change.
- Ability to work independently without much direction and guidance.
- Ability to simplify and optimize processes to meet objectives. Experience with process improvement initiatives, risk/issue management, vendor management.
- Proven ability to manage multiple demands, shifting priorities, and unexpected challenges while maintaining a positive, solution-oriented mindset.
- Act as change agent for the Novartis Inspired Curious Unbossed culture.

## 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

Alternative Location 1

LOC\_IE

Alternative Location 2

LOC\_ES

Functional Area

FCT\_LI

Job Type

Full time

Employment Type

Regular

Shift Work

No

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