

Global QMS RDQ Senior Specialist

Job ID

REQ-10080484

Jun 15, 2026

LOC_IN

About the Role

Major Accountabilities

- Lead end-to-end documentation lifecycle management in DMS as CR/SOP Manager, ensuring compliance with global QMS standards.
- Coordinate, monitor, and prioritize Global Drug Development (GDD) document lifecycle activities across functions.
- Partner with Integration Leads to drive QMS transition for new entities, including SOP lifecycle and training alignment.
- Collaborate with Global Process & Governance Board (GPGB) to assess procedural changes, risks, impact, and prioritization.
- Provide training, guidance, and support to document authors and stakeholders on DMS/1-DMT processes and standards.
- Deliver SME support during health authority inspections and audits, ensuring readiness and compliance.
- Manage change requests (CRs) in 1-DMT, including tracking metrics, overdue actions, and continuous improvement.
- Oversee training document lifecycle in LMS, including SOP updates, withdrawals, and role assignments.
- Administer Learning Management System (LMS) operations—user access, training assignments, and role management.
- Drive system governance and compliance by adhering to LMS/DMS guidelines and enabling effective training execution.

Minimum Requirements

- 9 to 12 years of relevant experience in pharmaceutical/public health sectors (Quality, HR, or Training domains).
- Proven expertise in Document Management Systems (DMS) and Learning Management Systems (LMS) in regulated environments.
- Strong understanding of GxP regulations, health authority expectations, and compliance frameworks.
- Demonstrated ability to drive global quality systems and implement robust governance processes.
- Excellent leadership, communication, stakeholder management, and problem-solving skills.
- Ability to influence change, drive innovation, and operate effectively across a global, matrixed organization.

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>

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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_QA
Job Type
Full time
Employment Type
Regular
Shift Work
No
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