

Medical Manager

Job ID

REQ-10079440

Jun 22, 2026

LOC_SG

About the Role

Major accountabilities:

- Ensure medical enquiries are responded to in a high quality, timely manner, and in accordance with applicable standards; establish standard response documents as appropriate, for frequently asked questions.
- Provide medical/scientific input into the development and execution of clinical trial or clinical research related activities, including initiation and oversight of clinical studies / clinical research within the respective therapeutic area.
- Support country strategy for Non Interventional Studies/Investigator Initiated Trial activities.
- Coordinate review and approval of medical materials and locally developed promotional materials; ensure medical materials provided from global or region for stakeholder engagement and events are tailored to local needs and reviewed/approved per local/P3 guidelines.
- Ensure medical insights are provided to cross functional groups, including, but not restricted to: Pharmacovigilance, Regulatory affairs, Market Access, QA, Commercial teams, Brand team and others.
- Responsible for risk identification and assessment, mitigation planning as well as implementation and monitoring of appropriate internal controls within the area of responsibilities.
- Ensure robust medical governance processes & KPI are met for the department

Requirements:

- Degree in Medicine or PhD in Life science, Pharmacy or relevant scientific discipline
- Minimum 2 years of solid experience in Medical Affairs within the pharmaceutical, biotechnology, or healthcare industry.
- Strong understanding of scientific communication, evidence generation, and medical governance requirements.
- Ability to interpret clinical data and translate scientific insights into practical recommendations for internal and external stakeholders.
- Proven ability to collaborate effectively across functions and work in a dynamic, matrix environment.
- Strong project management, communication, and stakeholder engagement skills.

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.

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_IM

Business Unit

Development

Location

LOC_SG

Site

Mapletree Business City (MBC)

Company / Legal Entity

SG04 (FCRS = SG004) Novartis Singapore Pte Ltd

Functional Area

FCT_RD

Job Type

Full time

Employment Type

Regular

Shift Work

No

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