

Clinical Trial Associate

Job ID

REQ-10080832

Jul 22, 2026

LOC_SG

About the Role

Key Responsibilities

- Supports document collection, preparation, and adaption for submission to IRB/EC and Health Authorities as applicable
- IF and TMF management (country and site TMF); set-up and maintenance according to regulatory and Novartis requirements; document oversight and tracking
- Supports Vendor set-up as applicable
- Checks site "Green Light" completeness and ensures all documentation is in place for initial and subsequent drug release in collaboration with the local Qualified Person(s)
- Supports preparation and translation of ICF into local languages (including vendor management if necessary)
- Responsible for completeness of uploaded trial related documents into Trial Master File, including archiving of paper TMFs
- Supports country SSU strategy in close collaboration with SSU Team Lead and SSU Managers to ensure SSU timelines and deliverables are met according to country commitments
- Ensures adherence to financial standards, prevailing legislation, ICH/GCP, IRB/IEC, Health Authority and SOP requirements
- Provides logistic support to SSU CRA, CRA, CPM, SSU Manager in all phases of the clinical trial
- Implements innovative and efficient processes which are in line with Novartis strategy

Essential Requirements:

- Degree or equivalent in a scientific, medical, or related field, with prior exposure to clinical operations (preferably ≥1 year).
- Basic knowledge of clinical drug development, particularly study start-up, submissions, and contracting workflows.
- Demonstrates understanding of ICH/GCP, IRB/IEC, and Health Authority requirements, ensuring compliance in daily activities.
- Supports preparation, collection, tracking, and maintenance of regulatory documents and TMF to ensure completeness and audit readiness.
- Able to support IRB/EC and Health Authority submissions, including document preparation and adaptation.
- Proficient in maintaining study systems (e.g., document repositories, tracking systems) and ensuring timely and complete uploads

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_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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