

Global Process Manager — Early Career & One Young World

Job ID

REQ-10084055

Jul 29, 2026

LOC_CZ

About the Role

Key Responsibilities

- Lead the operational delivery and continuous improvement of Early Career programs by establishing scalable processes, governance frameworks, tools, and best practices.
- Drive the global One Young World program, including strategy execution, governance, annual program cycles, delegate selection, and alumni engagement.
- Design and manage transparent talent identification and selection processes aligned with future skills, leadership potential, and business priorities.
- Enhance talent visibility by integrating Early Career and One Young World participants into Talent Management processes, Workday, skills profiles, talent reviews, succession planning, and development programs.
- Build and cultivate a global emerging talent and alumni community that promotes networking, collaboration, leadership development, mentoring, and enterprise impact.
- Partner with Talent Management, People & Organization, business leaders, and global stakeholders to embed Early Career initiatives into the broader Novartis talent ecosystem.
- Establish measurement frameworks, reporting, and executive dashboards to track program effectiveness, talent outcomes, retention, mobility, and business impact.
- Lead stakeholder communications, change management, and enablement activities to drive adoption and position One Young World as a strategic talent development intervention rather than a standalone event.

Essential Requirements

- Proven experience in Talent Management or Early Careers
- Strong program management experience within a global organization
- Experience designing and implementing governance frameworks and operational processes
- Strong stakeholder management
- Demonstrated ability to leverage AI tools and technology to drive program effectiveness
- Exceptional communication skills

Benefits & Rewards

At Novartis, we're committed to reimagining medicine together - and rewarding the people who make it happen.

Expected Annual Base Salary Range for role: CZK 877 660 to CZK 1 629 940

The base salary offered is determined based on gender-neutral objectives, such as relevant skills, competencies and experience in accordance with the Novartis pay setting policy and upon joining Novartis will be reviewed periodically.

In addition to your base salary, you may be eligible for a performance-based bonus depending on certain performance parameters.

The rewards of being part of our team go far beyond base pay and incentives. We also offer a variety of competitive benefits in kind to help you thrive personally and professionally, such as insurance plans, retirement plans, wellbeing resources and global recognition programs. In addition, we provide flexible and hybrid working options, where possible, and minimum 14 weeks paid parental leave.

Pay equity is a fundamental principle of our employment policy and reflects our commitment to create a diverse, equitable and inclusive environment that treats all employees with dignity and respect, as outlined in our Code of Ethics.

Read our brochure to learn more about our global total rewards offering:

https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf

What you will receive

Monthly pension contribution matching your individual contribution up to 3% of your gross monthly base salary; Risk Life Insurance (full cost covered by Novartis); 5-week holiday per year; (1 week above the Labour Law requirement); 4 paid sick days within one calendar year in case of absence due to sickness without a medical sickness report; Cafeteria employee benefit program – choice of benefits from Benefit Plus Cafeteria in the amount of 17,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); Public Transport Allowance; MultiSport Card, Employee Share Purchase Plan. Find out more about Novartis Business Services: <https://www.novartis.cz/>

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.

Accessibility and accommodation

Novartis is committed to working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to receive more detailed information about the essential functions of a position, please send an e-mail to di.cz@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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 \(PDF 30 MB\)](#)

Primary location salary range

Kč877,660.00 - Kč1,629,940.00

Division

DIV_PO

Business Unit

Human Resources

Location

LOC_CZ

Site

Prague

Company / Legal Entity

CZ02 (FCRS = CZ002) Novartis s.r.o.

Functional Area

FCT_HR

Job Type

Full time

Employment Type

Regular

Shift Work

No

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