

Associate Director, Technical Project Management & Digital Enablement(Sharepoint)

Job ID

REQ-10084504

Aug 06, 2026

LOC_IN

About the Role

Major Accountabilities

- Lead the strategy, roadmap, and delivery of PM Enablement platforms including SharePoint Online, PM Planner (Novartis internal tool), PMO Hub (Novartis internal tool), Jira, ServiceNow, and Microsoft 365-based solutions.
- Own the design, enhancement, and governance of SharePoint-based project management solutions, including modern sites, lists, libraries, workflows, access controls, and user experience improvements.
- Drive automation using Power Automate and Power Platform to streamline project intake, approvals, reporting, notifications, escalations, and operational workflows.
- Manage integrations across PM Planner (Novartis internal tool), Jira, ServiceNow, SharePoint, Power BI, and other enterprise platforms to enable seamless data flow and connected project delivery processes.
- Partner with business stakeholders, architects, developers, and vendors to translate PM Enablement needs into scalable digital solutions and product enhancements.
- Lead AI and GenAI enablement initiatives for project management, including use cases for planning, RAID tracking, reporting automation, knowledge management, and decision support.
- Ensure data quality, platform adoption, security compliance, governance adherence, and service performance across the PM Enablement technology ecosystem.
- Provide technical leadership for continuous improvement, innovation, training, user adoption, and executive reporting to improve project delivery effectiveness and stakeholder experience.

Minimum Requirements

- Bachelor's degree in Information Technology, Computer Science, Engineering, Business, Project Management, or a related discipline.
- 15+ years of experience in project management enablement, PMO platforms, digital transformation, IT service delivery, or enterprise technology solutions.
- Strong hands-on understanding of SharePoint Online, Microsoft 365, Power Automate, Power Platform, Planner, Teams, and related collaboration technologies.
- Experience working with Jira, ServiceNow, Power BI, PM Planner (Novartis internal tool), PMO Hub (Novartis internal tool), and project/portfolio management tools in an enterprise environment.
- Good understanding of system integrations, APIs, data flows, workflow automation, reporting architecture, and platform governance.
- Exposure to AI, GenAI, Copilot, intelligent automation, predictive analytics, or digital innovation initiatives in business or project management contexts.
- Proven ability to work with business stakeholders, technical teams, vendors, and senior leaders to deliver scalable solutions and measurable business outcomes.
- Strong communication, analytical thinking, product mindset, stakeholder management, and change leadership skills with the ability to drive adoption across global teams.

Why consider Novartis?

Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us!

Learn more here:

<https://www.novartis.com/about/strategy/people-and-culture>

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.

Join our Novartis Network: If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here:

<https://talentnetwork.novartis.com/network>

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_TO

Business Unit

Information Technology

Location

LOC_IN

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

FCT_IT

Job Type

Full time

Employment Type

Regular

Shift Work

No

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