

Manager, Senior Manager, Public Affairs

Job ID

REQ-10085024

Sep 22, 2026

LOC_JP

About the Role

Job Responsibilities:

- Maximize the value of products and platforms through public policy engagement with S&G, TA, medical, V&A and C&PTA etc.
- Create Public Affairs (PA) strategy for product based on OGSM framework and One Brand Plan, and executive PPE activities.
- Gather policy trends and insights from policy makers related to diseases and products, and reflect them in business plans.
- Execute public policy engagement to optimize health policies
- Develop and maintain the relationship with policy stakeholders
- Promote PPE activities in Japan in collaboration with GPA counterparts and external stakeholders, such as think tanks and trade associations
- Support PA's duties
- Conduct activities in compliance with internal SOPs and laws and regulations

Background:

Education:

- Bachelor's degree or higher, preferably a Ph.D., in Life Sciences, Pharmacy, Medicine, Political Science, Law, Business Administration, Public Relations, or a related field.

Skills and Experience:

- Language: Japanese (Native) & English (Business)
- Develop materials to complex issues to government and Novartis executives
- Proactive and solutions-oriented leadership of cross-functional and external partnerships that require leading without authority and adept management of complex stakeholder relationships
- Strategic mindset and experience processing new insights, external data, and complex information to not only maximize existing programs, but support the creation of alternative strategic approaches and systems
- Interest or understanding of the policy-making process in Japan and trade association activities
- Excellent communication and interpersonal skills with the ability to build, problem solve, and maintain relationships with diverse stakeholders
- Knowledge or Interest of relevant regulations and guidelines related to public policy engagement
- Collaborative and team-oriented ways of working required
- (Preferable) At least 5 years experience in pharmaceutical industry
- (Preferable) Government/Public Affairs, Marketing, Medical, Development, Regulatory, Patient Advocacy, Consulting & Government Official background
- (Preferable) Experience in advocacy and lobbying for policy stakeholders

Key performance indicators:

- Influence on priority policy agendas
- Strategic alignment with Novartis objectives
- Quality of deliverables and insights
- Effective project and process execution
- Strong stakeholder management

Role Requirements

Division

DIV_IM

Business Unit

Other

Location

LOC_JP

Site

Toranomon (NPKK Head Office)

Company / Legal Entity

JP05 (FCRS = JP005) Novartis Pharma K.K.

Functional Area

FCT_CA

Job Type

Full time

Employment Type

Regular

Shift Work

No

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