

# Learning Program Manager

Job ID

REQ-10087955

Sep 25, 2026

LOC\_MX

## About the Role

## Key Responsibilities

- Design and develop role-based learning journeys that support capability growth from awareness through application, reinforcement, and demonstrated proficiency.
- Translate subject matter expertise into engaging learning solutions, including e learning modules, workshops, simulations, playbooks, leader guides, job aids, and facilitator materials.
- Apply adult learning principles, human-centered design methodologies, accessibility standards, and best practices in instructional design. • Ensure curriculum consistency, usability, and alignment with established design frameworks for AI, leadership, and transformation programs.

### Content Management & Continuous Improvement

- Maintain curriculum maps, content inventories, version control processes, and content governance practices.
- Continuously improve learning assets based on learner feedback, performance data, adoption metrics, and evolving business needs. • Identify opportunities to streamline content libraries and reduce duplication across learning programs.

### Program Delivery & Stakeholder Collaboration

- Partner with subject matter experts, facilitators, business leaders, and vendors to support the timely development and deployment of learning solutions.
- Coordinate learning development activities and ensure readiness for program launches and ongoing delivery.
- Support learning operations, including vendor management, purchase order coordination, budget tracking, and documentation.

### Measurement & Innovation

- Incorporate measurement strategies to assess learner engagement, knowledge retention, confidence, and behavioral application.
- Leverage AI-driven learning approaches to enhance personalization, learner experience, and program effectiveness.
- Use data and stakeholder insights to recommend improvements that increase business relevance and learning impact.

### Essential Requirements Education

- Bachelor's degree in Learning & Development, Instructional Design, Organizational Development, Business, Communications, Healthcare, Digital Learning, or a related field.

## Experience

- 4+ years of experience in instructional design, curriculum development, learning experience design, leadership development, capability building, or related learning functions.
- Proven experience developing learning solutions for business audiences, including workshops, digital learning, facilitator guides, playbooks, and performance support tools.
- Experience transforming complex subject matter into practical, engaging, learner centered content.
- Experience coordinating multiple stakeholders and managing projects in fast-paced environments.

## Knowledge & Skills

- Strong expertise in instructional design methodologies and adult learning principles.
- Excellent curriculum development, content creation, stakeholder management, and project coordination skills. • Ability to manage multiple priorities while maintaining a high level of quality and attention to detail. • Strong written and verbal communication skills with the ability to influence across functions and levels.
- Experience working with learning technologies and digital learning platforms. • Strong analytical skills with the ability to interpret feedback and learning metrics to drive continuous improvement.

## Preferred Qualifications

- Experience supporting AI literacy, digital transformation, leadership development, pharmaceutical commercial capabilities, or enterprise-wide learning initiatives.
- Certification or coursework in Instructional Design, ATD/CPTD, Human-Centered Design, Learning Analytics, or related disciplines.
- Experience working across global or cross-functional organizations.
- Fluent English required; Spanish proficiency is highly desirable.

## Commitment to Diversity & 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 work with and provide reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to [tas.mexico@novartis.com](mailto:tas.mexico@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message. Novartis tiene el compromiso de trabajar y proporcionar adaptaciones razonables para personas con discapacidad. Si, debido a una condición médica o discapacidad, necesita una adaptación razonable para cualquier parte del proceso de contratación, o

para desempeñar las funciones esenciales de un puesto, envíe un correo electrónico a [tas.mexico@novartis.com](mailto:tas.mexico@novartis.com) y permítanos conocer la naturaleza de su solicitud y su información de contacto. Incluya el número de posición en su mensaje.

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: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: [https://www.novartis.com/careers/benefits\\_rewards](https://www.novartis.com/careers/benefits_rewards)

## Role Requirements

Division

DIV\_IU

Business Unit

Marketing

Location

LOC\_MX

Site

INSURGENTES

Company / Legal Entity

MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.

Functional Area

FCT\_HR

Job Type

Full time

Employment Type

Regular

Shift Work

No

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