

# Project Enablement & Effectiveness

Job ID

REQ-10084165

Sep 23, 2026

LOC\_MX

## About the Role

### Project Planning & Delivery

- Lead end-to-end execution of Medical Affairs projects, ensuring delivery against agreed scope, timelines, budget, quality, and business objectives.
- Develop and maintain detailed project plans, milestones, deliverables, resource requirements, and success metrics.
- Manage project lifecycle activities from initiation through closure, ensuring alignment with strategic priorities.
- Monitor project performance and proactively address delays, dependencies, and resource constraints.
- Facilitate project meetings, document decisions, and track action items to ensure successful execution.
- Drive project financial management, including budget monitoring, forecasting, cost management, and change requests.

### Stakeholder & Cross-Functional Leadership

- Serve as the primary point of contact for project stakeholders and business partners.
- Build trusted relationships with Medical Affairs leaders, Program Managers, Finance, Resource Management, Compliance, Operations, and external partners.
- Facilitate alignment across cross-functional teams and ensure effective communication throughout project execution.
- Influence stakeholders at multiple organizational levels to drive decision-making and project outcomes.
- Deliver executive-ready presentations, status reports, recommendations, and business updates.

### Governance, Risk & Compliance

- Ensure adherence to project management methodologies, governance frameworks, and organizational standards.
- Identify, monitor, and mitigate project risks, issues, assumptions, and dependencies.
- Escalate critical risks appropriately and drive resolution plans.
- Ensure compliance with applicable Novartis policies, procedures, quality standards, and regulatory requirements.
- Support audit readiness and project documentation best practices.

### Operational Excellence & Transformation

- Support organizational transformation, operating model evolution, and continuous improvement initiatives.
- Apply structured problem-solving and consulting methodologies to address complex business challenges.
- Drive adoption of new processes, tools, technologies, and ways of working.
- Identify opportunities to improve efficiency, scalability, project execution, and stakeholder experience.
- Support implementation of strategic initiatives that enhance Medical Affairs operational effectiveness.

### Team Collaboration & Capability Building

- Coordinate project resources across multiple teams and functions.
- Foster a culture of accountability, collaboration, inclusion, and continuous improvement.

### Education

- Bachelor's degree in Business Administration, Life Sciences, Engineering, Technology, Finance, or a related field.

### Experience

- Minimum 5–7 years of experience in Project Management, Program Management, PMO, Business Operations,

Consulting, Transformation, or Strategic Initiatives.

- Demonstrated experience leading complex cross-functional projects in a global matrix organization.
- Proven experience managing project scope, timelines, budgets, risks, dependencies, and stakeholder communications.
- Experience coordinating multiple workstreams and project resources simultaneously.
- Experience delivering projects using structured project management methodologies.

#### Technical & Professional Skills

- Strong project planning, organization, prioritization, and execution skills.
- Advanced stakeholder management and influencing capabilities.
- Exceptional written, verbal, facilitation, and presentation skills.
- Strong analytical thinking, problem-solving, and decision-making abilities.
- Ability to operate independently in a fast-paced and ambiguous environment.
- Advanced proficiency in Microsoft PowerPoint, Excel, Teams, and other project management tools.
- Leverages AI tools to streamline tasks, generate content, and support decision-making, demonstrating practical fluency in prompting, interpreting, and refining AI outputs to improve work quality and efficiency.
- Fluent English (written and verbal) — mandatory and non-negotiable.

#### Highly Desirable

- Experience within the Pharmaceutical, Biotechnology, Healthcare, Medical Affairs, or Life Sciences industry.
- Experience working in a top-tier consulting firm or internal consulting/transformation organization.
- MBA or Master's degree in Business Administration, Project Management, Healthcare Management, Operations, or a related field.
- PMP, PRINCE2, Agile, Scrum, Lean Six Sigma, or equivalent project management certifications.
- Experience supporting Medical Affairs organizations and operational excellence initiatives.
- Experience managing large-scale transformation, operating model, change management, digital, AI, or process improvement programs.
- Experience working across global teams and multicultural environments.

#### 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> &nbsp;

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> &nbsp;

#### 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\_RD  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No  
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