

Associate Director DDIT IES - M365 Platform and AI

Job ID

REQ-10085637

Sep 27, 2026

LOC_CZ

About the Role

#LI-Hybrid

Location: Prague, Czech Republic

This role is based in Prague, Czech Republic. Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

Key Responsibilities

- Lead qualification and validation of Microsoft AI features for enterprise readiness, security, compliance, and business value.
- Assess licensing, integration, data protection, and operational requirements for new AI capabilities.
- Design and execute pilot programs to evaluate user experience, adoption potential, and organizational impact.
- Develop enablement strategies, training materials, and communications to accelerate AI adoption.
- Create operational guidelines, troubleshooting resources, and support frameworks for AI solutions.
- Drive cost optimization through licensing governance, usage monitoring, and budget management practices.
- Serve as the subject matter expert for Microsoft 365 technologies including Teams, SharePoint, OneDrive, and Power Platform.
- Design AI-enabled productivity solutions leveraging Microsoft Graph, Copilot, and platform extensibility capabilities.
- Partner with business stakeholders to translate priorities into scalable technology solutions and product roadmaps.
- Ensure AI solutions align with security, compliance, Responsible AI, and enterprise governance standards.

Essential Requirements

- 10–12 years of experience in enterprise technology or digital workplace platforms.
- Extensive experience with Microsoft 365 technologies, including Teams, SharePoint Online, OneDrive, and Power Platform.
- Proven experience delivering Artificial Intelligence and digital workplace solutions within a large enterprise environment.
- Strong understanding of Microsoft 365 Copilot, Generative Artificial Intelligence, Agentic Artificial Intelligence, and Prompt Engineering.
- Experience translating business requirements into scalable product roadmaps and technology solutions.
- Knowledge of enterprise security, data governance, risk management, and compliance frameworks.
- Demonstrated ability to lead cross-functional initiatives and influence stakeholders at multiple organizational levels.
- Experience with Agile delivery methodologies, product management practices, and user adoption programs.

Desirable Requirements

- Experience with Copilot Studio, workflow automation, and enterprise AI solution development.
- Knowledge of Microsoft Graph integrations and data-driven productivity optimization strategies.

Expected Annual Base Salary Range for role: 1,120,210.00 - 2,080,390.00 CZK

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

Note: Benefits and compensation may vary by country and are subject to local legal requirements, including provisions of collective bargaining agreements where applicable. A full overview of your compensation package, including any relevant collective bargaining agreement details applicable to your role based on your employment location and Novartis employer entity, will be communicated separately to you during the application process.

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 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 email 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

Primary location salary range

Kč1,120,210.00 - Kč2,080,390.00

Division

DIV_TO

Business Unit

Information Technology

Location

LOC_CZ

Site

Prague

Company / Legal Entity

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

Functional Area

FCT_IT

Job Type

Full time

Employment Type

Regular

Shift Work

No

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