

SSO Strategy & Operations Manager (Hub)

Job ID

REQ-10087206

Sep 29, 2026

LOC_SG

About the Role

Major accountabilities:

- Manage all operational aspects of assigned clinical trials / projects -Accountable for quality & completeness of qualification & governance documentation
- Provide mentorship/coaching -Identify training needs & prepare/develop adequate training materials
- Ensures trial site selection, activation, enrolment, resource allocation, timelines & budget commitments are delivered per established trial objectives
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt Key performance indicators:
- Timely, efficient and quality execution of trials and trial related activities within assigned clinical program(s) within budget, and in compliance with quality standards.
- Appropriate funding and resourcing for assigned clinical program(s).
- Adherence to Novartis policy and guidelines and external regulations.

Minimum Requirements:

- Tertiary qualifications degree in life sciences (Science, Pharmacy, Nursing) or similar
- Experience 5-15 years clinical research experience
- Prefer experience in more than one of following areas -project management, budgeting, finance, resourcing

Role Requirements

Division

DIV_GD

Business Unit

Development

Location

LOC_SG

Site

Mapletree Business City (MBC)

Company / Legal Entity

SG90 (FCRS = SG015) Novartis Asia Pacific Pharmaceuticals Pte. Ltd

Functional Area

FCT_RD

Job Type

Full time

Employment Type

Regular

Shift Work

No

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