

# Associate Director OPX Portfolio Management (CZ, Spain, India)

Job ID  
REQ-10000059  
Sep 03, 2024  
Czech Republic

## Summary

Novartis is unable to offer relocation support for this role: please only apply if those locations are accessible for you.

The position can be based in Czech Republic, Spain or India.

The purpose of this role is to govern the end-to-end IT portfolio management processes from demand collection to project completion and monitor the adherence to portfolio standards. Moreover, you will be providing insights to stakeholders and Identifies opportunities for process improvement.

## About the Role

**Responsibilities** for this role includes, but are not limited to:

- Support the OPX Portfolio Management Head in day-to-day activities
- Responsible for collecting functional requirements and implementing consolidated ways of working via process transformation
- Anticipate improvements to maximize customer satisfaction.
- Monitor the adoption of the new Ways of Working
- Serve as point of escalation for portfolio processes

## What you'll bring to the role:

- University degree in IT / Computer Science or Business Administration, proficient English
- 5+ years of industry relevant experience
- Experience in Project Management, Portfolio management and financial processes
- Personal attributes: works independently ability to work in a matrix environment, accuracy and reliability.
- Excellent communication and analytical skills
- Experience with ServiceNow and data visualization tools is a big plus

Commitment to Diversity & Inclusion: :

*We are committed to building an outstanding, inclusive work environment and diverse teams representative of the patients and communities we serve.*

## Why Novartis?

Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the

most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: <https://www.novartis.com/about/strategy/people-and-culture>

**You'll receive:**

Monthly pension contribution matching your individual contribution up to 3% of your gross monthly base salary; Risk Life Insurance (full cost covered by Novartis); 5-week holiday per year; (1 week above the Labour Law requirement) ; 4 paid sick days within one calendar year in case of absence due to sickness without a medical sickness report; Cafeteria employee benefit program – choice of benefits from Benefit Plus Cafeteria in the amount of 12,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); Car allowance; MultiSport Card. Find out more about Novartis Business Services: <https://www.novartis.cz/>

**Join our Novartis Network:** If this role is not suitable to your experience or career goals but you wish to stay connected to learn more about Novartis and our career opportunities, join the Novartis Network here: <https://talentnetwork.novartis.com/network>

**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 e-mail to and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

**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>

**Join our Novartis Network:** Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: <https://talentnetwork.novartis.com/network>

Division

Operations

Business Unit

CTS

Location

Czech Republic

Site

Prague

Company / Legal Entity

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

Alternative Location 1

Barcelona Gran Vía, Spain

Alternative Location 2

Hyderabad (Office), India

Job Type

Full time

Employment Type

Regular

Shift Work

No

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1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://talentnetwork.novartis.com/network>
3. [https://novartis.wd3.myworkdayjobs.com/en-US/Novartis\\_Careers/job/Prague/Assoc-Dir-DDIT-OPX-Portf-Mgmt\\_REQ-10000059](https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Prague/Assoc-Dir-DDIT-OPX-Portf-Mgmt_REQ-10000059)
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