

# LDC PMO Specialist

Job ID  
REQ-10013885  
Jul 09, 2024  
Czech Republic

## Summary

-Provide operational support in the execution of approved initiatives. Support data collection and analysis.

## About the Role

### Major accountabilities:

- Support the Heads and their teams in running the day-to-day management activities.
- Support the execution of key operational processes for the Function such as: financial reporting and budgeting planning, hiring and location strategy, people development and upskilling, training, and communications, etc. to ensure smooth running of the business and achievement of operational targets - Support the adoption of Ways of Working implemented on a local or global level in line with organisational direction.

### Key performance indicators:

- Timely and accurate LF reviews and budgeting process, -Operational targets (including Talent, HC, I2P, Project and Service Delivery, Financials, Risk & Compliance, etc.) are met -Effective collaboration model in place within and across LDC Program -Adoption of New WoW by the Function (portfolio productization, number of associates trained/squad camps)

### Minimum Requirements:

#### Work Experience:

- Influencing without authority.
- Financial Management.
- Track record delivering global solutions at scale.

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Division  
Operations

Business Unit

CTS

Location

Czech Republic

Site

Prague

Company / Legal Entity

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

Job Type

Full time

Employment Type

Regular

Shift Work

No

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2. <https://talentnetwork.novartis.com/network>
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4. [https://novartis.wd3.myworkdayjobs.com/en-US/Novartis\\_Careers/job/Prague/LDC-PMO-Specialist\\_REQ-10013885](https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Prague/LDC-PMO-Specialist_REQ-10013885)