

Senior External Workforce Management PMO

Job ID
REQ-10021583
Sep 13, 2024
Czech Republic

Summary

The Sr. Global Project Manager supports the External Workforce Management (EWM) program team by leading cross-functional activities that drive maximum productivity, properly allocate resources, drive effective strategy and tactics and ensure professional communication and execution of projects and activities globally.

About the Role

Key Responsibilities:

- Shapes global portfolio through broad expertise and thought leadership
- Project management & planning: planning, organizing and managing projects taking into account priorities, resources, budgets, issues and constraints to achieve desired results; defining clear project scope and objectives; utilizing software and tools to plan, track and report status.
- Contributes to creating EWM vision based on advanced insights into leading practices and experience in strategy development. Linking to Novartis' overall strategy and conveying it clearly to the organization.
- Ensuring that the project management processes and guidelines are followed in all projects and any deviations are appropriately addressed.
- Is responsible for ensuring resources are effectively managed and allocated across the projects. This includes physical resources, human resources, and budgeting.
- Participating in and / or leading financial discussions. Applying financial knowledge to participate actively, e.g. in budgeting process, including tax aspects in sourcing strategies and structuring sophisticated deals with ecosystem partners.

EWM KPIs tracking and monitoring

- Embracing and shaping change as well as knowledge how to overcome challenges. Applying systematic change management methods to facilitate change.
- Relationship management and business partnering achieving results by proactively building long-term, sustainable and effective relationships, understanding the stakeholder landscape and demonstrating political astuteness across business structures and networks.
- Coordinates the activities of assigned team members & provides. May manage staff often including external suppliers.

Minimum Requirements:

- 5 - 7 years of experience working in large international company.
- 3 - 5 years of relevant business experience.
- Experience with operations roles and project management.
- Experience with External Workforce Management concepts
- Experience in reporting & analytical tools (SAP BW, MS Access and MS Excel).
- Experience in managing diverse teams.
- Professional level of English, both written & spoken

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, Employee Share Purchase Plan. Find out more about Novartis Business Services: <https://www.novartis.cz/>

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 any order to receive more detailed information about essential functions of a position, please send an e-mail to inclusion.switzerland@novartis.com 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>

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Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

Division

People & Organization

Business Unit

CTS

Location

Czech Republic

Site

Prague
Company / Legal Entity
CZ02 (FCRS = CZ002) Novartis s.r.o
Alternative Location 1
Dublin (Novartis Corporate Center (NOCC)), Ireland
Functional Area
Human Resources
Job Type
Full time
Employment Type
Regular
Shift Work
No
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