

Sr. IT Project Manager

Job ID

388220BR

May 08, 2024

Czech Republic

About the Role

Location: Prague, Czech Republic (Hybrid)

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

Our Novartis Region Europe Team is looking for an IT Project Manager. This role will be part of a team accountable for a holistic IT Service Management across Region Europe, which includes Processes, Service Operations as well as Operational Quality Management oversight along with continual service improvement governance.

Your responsibilities include, but are not limited to:

- Manage the design, deployment and delivery of projects of complexity (determined by budget, timeline and stakeholder), providing IT solutions that meet business requirements.
- Direct project teams (externals) and maintain control of progress, quality, and budget to meet the desired business objectives.
- Setup and run all project related meetings and maintain the record of actions, decisions, issues, risks and act the primary point of contact for all project related escalations.
- Ensure a smooth transition to operations and the optimal planning and execution of all activities associated with a release.
- Manage the delivery of internal and outsourced projects from project initiation to transition to operations.
- Ensure effective use of resources and project management methods, tools and practices -Deliver projects on time and within budget and to meet the desired business objectives.
- Own project status, issues and risks through appropriate channels / tools and ensures that 1/3 these are reported back to agreed project governance (e.g., Steering Committee) with focus on required actions, ownership, and risk management.
- Accountable to ensure adherence with Security and Compliance policies and procedures within Project Management service scope.

- Collaborate effectively with other teams, DDIT Functions and Domains in the organization, as well as strategic suppliers providing services to the project.

Diversity & Inclusion / EEO

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

Role Requirements

What you'll bring to the role:

- Graduate in related field preferably BTech or higher/ MCA from a reputed institution or required technical experience
- Certified in ITIL and/ or Quality and Security
- Demonstrated experience of +8 y managing projects of same complexity and size than in Novartis.
- Experience in working in global projects in matrix organizations.
- Influencing skills, good communication and stakeholder management skills.
- Leading large and/or diverse multi-functional teams.
- High Quality Financial and Management Reporting
- English fluent

Desirable requirements:

- Experience with Salesforce, Content Management, Digital Content Management solutions

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); Public Transportation 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>

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Sr. IT Project Manager

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