

# Scientific Writing Project Specialist

Job ID  
REQ-10010160  
Jun 04, 2024  
India

## Summary

This role supports the development, execution and management of assigned publications and medical education in relation to an Information, Communications and Events (ICE) Plan for brands, ensuring alignment with the customer's objectives. During an assigned project, works in a team supporting the Scientific Writer to ensure effective delivery of publication or medical education content in line with the internal customer specifications. The role provides projects support to the Scientific Writer across the delivery lifecycle with agreed specific responsibilities which will help the writer to focus on the scientific content.

## About the Role

### Scientific Writing Project Specialist

Location – Hyderabad #LI Hybrid

#### About the Role:

**This role supports the development, execution and management of assigned publications and medical education in relation to an Information, Communications and Events (ICE) Plan for brands, ensuring alignment with the customer's objectives. During an assigned project, works in a team supporting the Scientific Writer to ensure effective delivery of publication or medical education content in line with the internal customer specifications. The role provides projects support to the Scientific Writer across the delivery lifecycle with agreed specific responsibilities which will help the writer to focus on the scientific content.**

#### Key Responsibilities:

- **Responsible for project management support to the Scientific Writer ensuring the end-to-end effective project delivery of the designated publication/medical education deliverable across all phases.**
- **Build plan and schedule for agreement with the internal customer.**
- **Supporting required submission, compliance and approval activities, and ensuring compliance with NVS publication processes and use of publication management**

tools.

- Supports the management of the assigned publication or medical educate in line with the agreed budget.
- Supports adherence to associated compliance related activities and ap-provals (with internal customer taking accountability for compliance).
- Updates as the need arises with approval / compliance tools (e.g. Zinc, GMA publication review process).

**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.*

**Role Requirements :**

**Essential Requirements:**

- **Minimum: University degree level / Graduate degree, preferably in science. Additional relevant postgraduate desirable.**
- **Ideally, +1 – 2 years post qualification experience. Medical communication/pharma experience desirable.**

**Desirable requirements:**

- **PMP or equivalent project management experience is a key requirement.**
- **+1 – 2 years post qualification experience. Medical Communication / pharma experience desirable.**

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Division

Operations

Business Unit

CTS

Location

India

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular

Shift Work

No

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