

Knowledge Management PMO Senior Specialist

Job ID
REQ-10011372
Jun 17, 2024
India

Summary

The Knowledge management (KM) team in Novartis Knowledge Center is responsible for driving critical KM projects around commercial and medical content and is looking for a motivated individual with strong analytical and communication skills, who can demonstrate experience in project management and stakeholder management.

About the Role

Knowledge Management PMO Senior Specialist

Location – Hyderabad #LI Hybrid

About the Role:

The Knowledge management (KM) team in Novartis Knowledge Center is responsible for driving critical KM projects around commercial and medical content and is looking for a motivated individual with strong analytical and communication skills, who can demonstrate experience in project management and stakeholder management.

Key Responsibilities:

- **Assist the solution lead, team lead and knowledge manager in the development of project plans, schedules, budgets, and deliverables.**
- **Own the project plan from inception into execution and successful delivery. Ensure full alignment within the project team on the tasks to be performed**
- **Organize and facilitate project meetings, workshops, and trainings. Prepare reports to communicate the project's status within and beyond the project team.**
- **Track and analyze proactively project performance, risks, issues, and dependencies.**
- **Identify and escalate project issues and risks to senior management and project**

sponsors.

- **identify, investigate and raise dependencies, impacts and risks across project workstreams and connect key team members to resolve.**
- **Review and analyze project and engagement data and information to provide status updates, insights, and conclusions for the aligned engagements. Appropriate reporting and tracking for all related workstreams is in place.**
- **Develop and maintain project management templates, tools, and systems.**

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

- **10 –15 years of proven experience in managing and maintaining technology (Vendor and in-house) solutions. Knowledge and content management solutions experience will be preferred.**
- **Prior experience in Pharma/ Life Sciences Industry will be an add on**
- **Ability to build positive working relationships and to manage stakeholders at all levels.**
- **Excellent communication, presentation, and interpersonal skills.**
- **Certification in project management (PMP, PRINCE2, or equivalent) is preferred.**
- **Proficient in project management software and tools (MS Project, Jira, etc.).**

Desirable requirements:

- **PMP or equivalent project management experience is a key requirement.**
- **People and team management experience, Experience working in multinational, multicultural environments required.**

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: You can find everything you need to know about our benefits and rewards in the Novartis Life Handbook. <https://www.novartis.com/careers/benefits-rewards>

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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

Marketing

Job Type

Full time

Employment Type

Regular

Shift Work

No

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