

# Consultant - PM PMO

Job ID  
REQ-10012989  
Jul 02, 2024  
India

## Summary

The role is responsible for program management & coordination within the Strategy department e.g., supporting work streams, providing project execution support and planning support. The role supports programs and large-scale transformations by providing guidance, monitoring compliance with project milestones, risks and issues and reporting on program/project status at all levels of the program.

## About the Role

### Major accountabilities:

- Key Responsibility
  - The primary responsibility is to support the Program team in projects and operational tasks. The position holder ensures full visibility of ongoing projects progress.
  - Assist in the development of plans for a project, including the schedule, the budget, outlining the duties of each team members, identifying project goals, and setting a timeline for the project.
  - Assist the leads and the team in operational tasks, such as project coordination, organization of key multi-stakeholder meetings, etc.
  - Closely supervise each project they handle to ensure that projects remain on track, meet deadlines, stay under budget, and develop according to plan.
  - Assist the PMO Lead/Manager, Change Lead in activities and initiatives to improve capability, including developing training material, communications, and the analysis of information.
  - Regularly update program risks, assumptions, issues, and dependencies (RAID) logs

### Essential Requirements:

- Masters in either a Science, Engineering, or IT with and MBA (or equivalent).
- Certified in PMP or Agile/Scrum or PRINCE2 is required.
- 5-10 years' experience in Project Management collaborating across boundaries and Geographic Scope.
- Hands on experience in areas of project management tools & methodologies
- Ability to lead medium scale projects independently.
- Partners with stakeholders to co-create value.
- Constantly in search of ways to develop, learn and apply knowledge and expertise to meet current and anticipate future challenges.

### Desirable Requirements:

- Capable of working on individual assignments as per the allocation
- Pharma domain experience

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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

BD&L & Strategic Planning

Job Type

Full time

Employment Type

Regular

Shift Work

No

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