

# Director, Public Affairs

Job ID  
REQ-10043793  
Mar 10, 2025  
China

## Summary

### Job Purpose

Develop and maintain government relationships with key stakeholders at national levels to support business growth with applicable policies, procedures and other regulations.

This position reports to the Head of Public Affairs, provides cross TA support as One Novartis Voice.

## About the Role

### Major Accountabilities

- Develop and maintain government relationships with key stakeholders of China at national levels, e.g. SAMR (NMPA), NDRC, MOFCOM, MIIT, CNIPA, and Customs.
- Develop and maintain government relationships with key stakeholders of Swiss government in Beijing, e.g. Swiss Embassy in Beijing.
- Monitor, interpret and influence the policy environment, political, regulatory, and economic trends and conditions that may impact Novartis businesses;
- Develop in-depth knowledge of national healthcare system and healthcare policies, and keep internal stakeholders timely and well informed. Drive policy advocacy in favor of innovation friendly ecosystem and Novartis positioning through direct engagement and industry associations.
- Drive and coordinate collaboration across TAs on public affairs/corporate responsibilities programs to create a favorable environment for Novartis operation.
- Protect Novartis reputation on critical issues/crisis management.
- Liaison with Trade Associations, represent Novartis in local external meetings and events to promote regulatory, policy and key business priority objectives.

### Ideal Background

**Education:** Bachelor or Above

**Languages:** Excellent English skills in writing and speaking

### Experience:

- The successful candidate should have a solid track record of successful government affairs roles with 8+ years experiences in an international company, agency or organization.
- She/he should have good knowledge of Chinese government/political system and profound understanding of China's healthcare industry.

- Strong interpersonal skills and team spirit
- Good at project management
- Initiative-taking: be a good communicator and a proactive contributor for identifying internal and external government affairs initiatives and leveraging them for company benefits
- Team work: be an independent yet interdependent player
- Relationship building: be able to forge effective partnerships with external organizations and internal stakeholders, build trust and deliver initiatives

**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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Division

Corporate Affairs

Business Unit

Innovative Medicines

Location

China

Site

Beijing (Beijing)

Company / Legal Entity

CN06 (FCRS = CN006) Beijing Novartis Pharma Co., Ltd

Functional Area

Communications & Public Affairs

Job Type

Full time

Employment Type

Regular

Shift Work

No

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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.

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