Manager, Public Affairs & Policy

Job ID
REQ-10041134
Feb 19, 2025
Mexico

Summary

~Dirigir o apoyar actividades/proyectos de Asuntos Públicos más importantes, para ayudar a los objetivos comerciales en el área de responsabilidad.~Participación de los interesados en el área de responsabilidad.
~Apoyar a los directivos de PA para alcanzar los objetivos comerciales.
El cargo se enfoca en un área específica de asuntos públicos O en la implementación operativa y estratégica de asuntos de gobierno a nivel regional/país.

About the Role

Key responsibilities:

- Provide support to Public Affairs and Policy and Corporate Managers, as well as senior country management, to effectively build and manage Novartis' external reputation, to participate in and lead policy-relevant debates.
- Contribute to the creation, review and publication of policy documents, promotional materials, training materials.
- Advise and prepare briefs for senior management.
- Develop evidence and policy endorsements (reports, audits, surveys) that support priority brands/issues.
- Collaborate with business positions to provide key support in tasks related to the market (e.g., stakeholder management).
- Work with external partners such as think tanks, industry groups and other external parties.
- Team member in specific projects, direct projects. more boys.
- Monitor and provide updates to the company on external policies and political developments (federal and state).
- Ensure the perfect exchange of information with corporate officials and global public affairs.
- Develop strong relationships by working together.
- Design and maintain platforms, tools and foundations that support PA in general.
- Notification of technical complaints/adverse events/special case scenarios related to Novartis products within 24 hours of receipt
- Distribution of marketing samples (where applicable)

Key Performance Indicators

-Level of support to influence the policy agenda in the assigned area - alignment with NVS policy

- Quality of the documents prepared (presentations, etc.)

- Seamless operation of key processes

- High quality delivery of expected project results

- Quality and knowledge of the support provided

- Recognition of effective collaboration

- Evidence of high technical agility

Requirements:

- Bachelor's degree
- 5+ years of experience in public policy
- Management and execution of operations
- Project management
- International collaboration
- English proficiency

Skills

~Business Networking

~Media

~Corporate Communication

~Curiosity

~Marketing

~Media campaigns

~Media relations

~Access to Microsoft

~Press releases

~Prioritization

~Public Affairs

~Social Networks

Benefits and rewards

Read our handbook to learn about all the ways we'll help you thrive personally and professionally: https://www.novartis.com/careers/benefits-rewards

Commitment to Diversity and Inclusion
Novartis is committed to building an outstanding, inclusive work environment and diverse teams representative of the patients and communities we serve.

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

Benefits and Rewards: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: https://www.novartis.com/careers/benefits-rewards

Division
International
Business Unit
Innovative Medicines
Location
Mexico
Site
INSURGENTES
Company / Legal Entity
MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.
Functional Area
Communications & Public Affairs
Job Type
Full time
Employment Type
Regular
Shift Work
No
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Ajustes de accesibilidad

Novartis tiene el compromiso de trabajar y proporcionar adaptaciones razonables para personas con discapacidad. Si, debido a una condición médica o discapacidad, necesita una adaptación razonable para cualquier parte del proceso de contratación, o para des empeñar las funciones esenciales de un puesto, envíe un correo electrónico a tas.mexico@novartis.com y permítanos conocer la naturaleza de su solicitud y su información de contacto. Incluya el número de posición en su mensaje.

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