

Project Manager

Job ID

REQ-10044561

Mar 20, 2025

Malaysia

Summary

- Supports the Singapore bioproduction site remotely to execute its strategy and maximize project portfolio value by bringing project delivery excellence.
- Ensure appropriate project management standards and performance, project governance, project portfolio management and supports strategic decision making.

About the Role

Major accountabilities:

- Implements and maintains:
 - appropriate project management standards
 - metrics for measuring success in project delivery
 - project governance processes and tools to ensure successful project delivery
 - appropriate dashboards to ensure project visibility and transparency
- Coordinates project initiation, planning, and evaluation in alignment with the strategic objectives
- Monitors progress on project execution and manages changes
- Maintains and improves transparency & visibility of project portfolio status and its communication with stakeholders
- Leads strategic projects in alignment with site functions e.g. dual sourcing, cost savings projects.
- Fosters an environment that enables the most efficient and effective work processes to achieve continuous and productivity improvements

Site Strategic Projects

- Collaborate with global and local stakeholders including procurement team to identify potential areas of spend savings and implementing measures.
- Define scope of work and defines milestones with timelines and task owners.
- Conduct routine governance and oversight on direct spend and savings projects to monitor progress and effectiveness, resolve issues, and guide decision-making.
- Communicate with stakeholders to keep them informed about project progress, risks and changes.
- Maintain a comprehensive understanding of financial impacts and risks in various procurement and cost-saving initiatives.
- Ensure that all project management and procurement activities adhere to company policies, GMP and

legal guidelines.

Knowledge Sharing

- Conduct project management training to site associates
- Support Site with the use of Project Management principles and tools

Key performance indicators:

- Strategic projects well aligned with site master plan
- Project governance in place, project governance tools implemented and maintained
- In time, in scope and in budget execution of strategic projects

Minimum Requirements:

Relevant Experience

- Minimum 5 years' experience in project management

Education & Qualification

- Minimum university degree in technical or business discipline
- Certified PMP desirable

Languages

English

Competencies

- Cultural awareness and sensitivity; ability to network and communicate with all levels of the organisation.
- High learning agility
- Proven ability to deliver results
- Proven change management skills
- Proficiency in project management software tools, methodologies, and best practices.
- Excellent problem-solving, leadership and decision-making skills.
- Excellent communication, time management and negotiation skills.
- Demonstrated ability to lead sourcing projects and drive savings initiatives.
- Understanding of the principles of good manufacturing (GMP) would be an added advantage.

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Division
Operations
Business Unit
Universal Hierarchy Node
Location
Malaysia
Site
Selangor
Company / Legal Entity
MY01 (FCRS = MY001) Novartis Corporation (Malaysia) Sdn. Bhd. (19710100054)
Functional Area
Technical Operations
Job Type
Full time
Employment Type
Regular
Shift Work
No
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