

# Associate Director, Japan Program Management

Job ID

REQ-10047893

Apr 25, 2025

Japan

## Summary

This is a newly created position regarding the establishment of a clinical translational research hub.

Clinical Translational Research Hub

Generally, projects with higher complexity and critical for development.

## About the Role

### Program/Project Responsibility (Core competencies)

Accountable at Japan project level for:

- Co-leading the Japan Project Team (JPT) together with the JP Physician and the JP CSTL.
- Facilitating the Japan project strategy and timelines as integral part of the IDPA in close collaboration with the global BR program team (BPT), the JP Local Trial Team (LTT), DEV-JP and project relevant local line functions (e.g. Development Unit and Global Project Manager in Japan DEV)
- Accountable for high quality of Japan Project Team's (JPT) deliverables, such as JPT minutes, JPT objectives, and accountable for tollgate presentation in Japan management board
- Ensuring realistic forecasts and timely flagging of forecast variations with rationale for timelines across studies
- Advancement of assigned project by communicating to JPT members and collaborating with GPM
- Scenario planning with clearly defined decision points
- Risk mitigation
- Providing scientific and drug development expertise
- Navigate the decision-making process within the organization
- Ensure effective and efficient communication within and outside of the team.

### Impact on the Organization

- Facilitates Japan project team strategy, operational excellence with a focus on quality, accuracy in building and maintaining integrated project plans and resource forecasts in-line with the IDPA and in close collaboration with the global BR program team (BPT)
- Clearly understands the entire Drug Development processes and applied these processes also involving key stakeholders.
- Ensures close collaboration with the BR Early Strategic Partnerships (ESP) team to coordinate external collaborations with internal stakeholders
- Facilitates team interaction and team building towards a high performing team
- Strengthen the collaboration with DEV-Japan to foster timely transition of programs

### Minimum Requirements

- Previous track record of success in working with international and multidisciplinary drug development teams

5+ years pharma industry experience

- 5+ years of equivalent multi-/cross-functional leadership experience
- Excellent project / program management skills
- Expert knowledge in oncology research or drug development (including early and late-stage development)

Education:

- Masters or Doctorate in life sciences OR MBA with bachelor's degree OR equivalent experience in life science
- PMP certification (or similar) preferred but not necessary.
- Excellent communication in Japanese and English required (written and spoken).

### **Benefits and Rewards:**

You can find everything you need to know about our benefits and rewards in the Novartis Life Handbook.

[novartis-life-handbook.pdf](#)

### **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.

### **Accessibility and accommodation**

Novartis is committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to [midcareer-r.japan@novartis.com](mailto:midcareer-r.japan@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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Division

Biomedical Research

Business Unit

Universal Hierarchy Node

Location

Japan

Site

Toranomon (NPKK Head Office)  
Company / Legal Entity  
JP05 (FCRS = JP005) Novartis Pharma K.K.  
Functional Area  
Research & Development  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No  
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