

# Global Head Procurement - Real Estate & Facility Services

Job ID  
REQ-10050668  
May 09, 2025  
Czech Republic

## Summary

The role is accountable for driving and implementing the REFS Procurement strategic goals at global level levels and successfully managing relevant KPI's regarding productivity, compliance metrics, processes, customer satisfaction, and people development. The role is also responsible for successfully managing and developing relationships and effective demand management with senior stakeholders, driving value for their business across the organization, and with key suppliers to increase value for Novartis.

The Global Head Procurement REFS is the primary procurement business partner for Real Estate & facility Services global organization, ensuring budget-alignment, strategy, and productivity achievement, including design and delivery of margin expansion initiatives across Novartis. The purpose of the role is to develop and maintain all organizational structures and necessary internal alignments to ensure an effective procurement process and provide high-value external solutions to the business supporting projects.

The role is also responsible for the global category management of Real Estate, Facility Management, Development & Construction management, etc. This includes the overall governance and management of special projects across Novartis

## About the Role

## Major Accountabilities:

### Demand management

- Implement for key sourcing category plans to source fit for purpose demand from suppliers with optimal unit cost for materials / services (competitive bidding, majority of spend with new & disruptive suppliers).
- Work on Intake Solutions and Demand Management to enable active demand management in all categories and strengthen unit cost KPIs.
- Analyzing specifications for optimization. Linking specification to customer value, challenging specification confidently. Conveying messages clearly and convincing stakeholders.

### Sourcing and supplier relationship management

- Executing the Source-to-Contract process including respective strategies, approaches and methods: preparing and conducting fact-based negotiations. Adapting tactics from a broad portfolio of negotiation strategies to achieve results that support business and Procurement
- Keep supplier base stable while focus on "Supplier Diversification" to foster the usage of acceptable

suppliers within the updated preferred vendor concept as part of the new Global Procurement Guideline

### **Drive and implement sustainable price/improvement initiatives**

- Accountable for productivity/cost efficiency targets.
- Accountable for key compliance metrics such as PO-compliance, process compliance, internal audits. Support centrally led processes (e.g., NFCM, TPRM).
- Successful implementation of global, regional and country projects across categories & functions, ensure key stakeholder alignment and customer satisfaction.
- Manage quality of the REFS end-to-end Procurement process incl. compliance to policies, sourcing strategies and processes.
- Introduce new disruptive vendors to exchange existing ones with same quality but cheaper prices

### **Manage relationships with senior stakeholders**

- Serve as the key contact for senior stakeholders in the organization for all Procurement-related topics. Build effective relationships of mutual trust and understanding.
- Achieving results by proactively building long-term, sustainable and effective relationships, understanding the stakeholder landscape and demonstrating political astuteness across business structures and networks

### **Manage Global/Regional/Country/NOCC Procurement team**

- Lead the Country Procurement team and act as a role model of the Novartis Values & Behaviours.
- Lead Procurement REFS model in the areas of responsibility.
- Regularly assess & develop the team's capabilities (hard & soft skills).
- Identify and develop key talents in the organisation through assignments, (above)-country projects, mentoring & coaching.

## **Minimum Requirements:**

- >10 years of relevant business experience (industry specific experience).
- Preferably > 10 years of experience in Procurement or other related experience within the pharmaceutical industry, preferably in category management, supplier management, or related area, with a focus in with a focus in the **Procurement** domain.
- Strong project management or other leadership experience.
- University/Advanced degree needed.
- Master's Degree/other advanced degree is preferred.
- Excellent spoken and written English. Other foreign languages as required.

### **You'll receive (Applicable for Prague)**

Monthly pension contribution matching your individual contribution up to 3% of your gross monthly base salary; Risk Life Insurance (full cost covered by Novartis); 5-week holiday per year; (1 week above the Labour Law requirement) ; 4 paid sick days within one calendar year in case of absence due to sickness without a medical sickness report; Cafeteria employee benefit program – choice of benefits from Benefit Plus Cafeteria in the amount of 17,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); Car Allowance or Car of eligible category; MultiSport Card, Employee Share Purchase Plan. Find out more about Novartis Business Services: <https://www.novartis.cz/>

**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

Operations

Business Unit

CTS

Location

Czech Republic

Site

Prague

Company / Legal Entity

CZ02 (FCRS = CZ002) Novartis s.r.o

Alternative Location 1

Barcelona Gran Vía, Spain

Alternative Location 2

Hyderabad (Office), India

Functional Area

Procurement

Job Type

Full time

Employment Type

Regular

Shift Work

No

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## Accessibility and accommodation

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

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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