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.
本募集はClinical Translational Research Hub設置に関して新設されるポジションです。
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 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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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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
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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