

Associate Director - IT Project Manager, Real Estate Facilities Services

Job ID

REQ-10075622

апр 13, 2026

Чехия

Сводка

Location: Prague, Czech Republic ; #LI-Hybrid 12 days/month in office

Internal Job title: Associate Director - IT Project Manager, Real Estate Facilities Services

The Associate Director – Project Management is responsible for end to end delivery of complex, cross regional DDIT projects for REFS, ensuring predictable execution, strong governance, and tight alignment between Business, DDIT, Procurement, and external vendors.

This role acts as a senior delivery owner for high impact initiatives (e.g. SAP programs, security systems, digital workplace, capital projects enablement), driving delivery discipline, risk management, and stakeholder confidence across the REFS portfolio.

About the Role

Key responsibilities:

- **End-to-End Project & Program Delivery:** Own full lifecycle delivery of medium-to-large DDIT REFS projects, from demand intake to go-live and operational handover; ensure projects are delivered on time, on scope, and on budget, with clear ownership and accountability; lead multi-vendor delivery landscapes (system integrators, SaaS providers, security vendors, local implementation partners)
- **Governance, Planning & Control:** Establish and enforce robust project governance aligned with DDIT standards (phase gates, tollgates, approvals, documentation); Own integrated project plans, dependencies, milestones, and critical path management; Actively manage risks, issues, and change requests, ensuring early escalation and mitigation
- **Stakeholder & Senior Leadership Management:** Serve as primary interface between Business stakeholders and DDIT delivery teams; prepare clear, executive-level status reporting, decision papers, and escalation summaries; drive alignment across global, regional, and local stakeholders with often-conflicting priorities
- **Vendor & Financial Management:** Manage vendor performance against contractual milestones and deliverables, enforce early delay flagging, impact assessments, mitigation plans, and recovery actions; coordinate closely with Procurement on SOWs, contract extensions, and milestone alignment; control project financials, forecasts, and budget tracking
- **Portfolio Contribution & Continuous Improvement:** Contribute to project portfolio planning, prioritization, and capacity discussions; ensure lessons learned, retrospectives, and standards are consistently applied

Essential Requirements:

- 10+ years of experience in IT project / program management, preferably in enterprise or regulated environments
- Strong exposure to Real Estate, Facilities, Infrastructure, or Enterprise SaaS implementations, SAP/S4Hana (e.g. ERP, IWMS, ServiceNow, security systems)
- Proven execution excellence capabilities, with deep expertise in project & program management methodologies (Waterfall, Agile, hybrid), with strong planning, dependency management, and critical-path thinking skills
- Senior-level project leadership in complex, matrix organizations, with strong decision-making under ambiguity and

- delivery pressure, and ability to enforce standards without damaging stakeholder relationships
- Experience working in a global, multi-country delivery context, with proven experience managing large, interdependent delivery plans
- Demonstrated experience managing external vendors and complex contracts
- Excellent concise, executive-ready communication skills, with fluency in English, with ability to translate complex technical and delivery topics into business impact

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>

What you will receive:

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 13,500 CZK per year; Meal vouchers in amount of 90 CZK for each working day (full tax covered by company); transportation allowance; MultiSport Card. Find out more about Novartis Business Services: <https://www.novartis.cz/>

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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>

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Benefits and Rewards: Learn about all the ways we'll help you thrive personally and professionally.
[Read our handbook \(PDF 30 MB\)](#)

Дивизион

Operations

Business Unit

Information Technology

Место

Чехия

Сайт

Prague

Company / Legal Entity

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

Functional Area

Technology Transformation

Job Type

Full time

Employment Type

Regular

Shift Work

No

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