

# Portfolio Manager

Job ID

REQ-10077232

май 14, 2026

Чехия

## Сводка

Are you ready to take ownership of portfolio management processes that directly enable innovation within Biomedical Research? As a Portfolio Manager, you will play a pivotal role in Data & Digital, leading the operation and continuous improvement of portfolio governance, planning and reporting. You will partner with senior stakeholders across the organisation, driving transparency, data quality and effective decision-making. This is a unique opportunity to influence how strategic priorities are translated into execution within a global research environment.

Location: Prague, Czech Republic #LI-Hybrid

This role is based in Prague, Czech Republic. Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

## About the Role

### Responsibilities:

- Lead coordination and execution of global portfolio reviews and governance forums, ensuring high-quality delivery and stakeholder engagement
- Operate and continuously improve portfolio management, demand planning and governance processes across Data & Digital
- Deliver high-quality portfolio and performance reporting, ensuring accuracy, consistency and actionable insights for stakeholders
- Own and govern master data across key systems, acting as a gatekeeper to ensure data quality, standards and adoption
- Manage the full demand lifecycle, ensuring effective tracking, prioritisation and visibility of opportunities and commitments
- Partner with cross-functional teams and senior stakeholders to align portfolio processes and drive effective collaboration
- Drive continuous improvement of portfolio management practices, balancing agility with structured governance frameworks
- Ensure timely and effective communication of portfolio decisions, actions and performance updates across stakeholders
- Act as a key subject matter expert for portfolio processes, providing guidance and enabling adoption across the organisation
- Collect stakeholder feedback and evolve processes to enhance efficiency, user experience and overall portfolio effectiveness

### Essential for the role:

- Master's degree in technology, engineering, life sciences or a related field, or equivalent practical experience
- 5+ years' experience working in a global, fast-paced operational or portfolio management environment
- Experience operating portfolio management, governance or demand planning processes within a complex organisation
- Strong stakeholder management and communication skills, with the ability to work effectively across cross-functional teams
- Proven ability to manage multiple priorities and deliver high-quality outputs with minimal supervision

- Strong analytical skills and attention to data quality, with experience working with reporting and portfolio management tools
- Understanding of portfolio management frameworks and governance processes within technology or digital organisations
- Experience with tools such as Power BI, Planview or Jira to support reporting, tracking and portfolio management activities

#### **Desirable for the role:**

- Experience improving or optimising portfolio management or governance processes within a complex organisation
- Experience working with global stakeholders in a matrix environment, influencing processes and ways of working

#### **Benefits & Rewards**

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); MultiSport Card; Public Transportation Allowance. Find out more about Novartis Business Services: <https://www.novartis.cz/>

#### **Commitment to Diversity & 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 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.

**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>

**Benefits and Rewards:** Learn about all the ways we'll help you thrive personally and professionally.

[Read our handbook \(PDF 30 MB\)](#)

Дивизион

Biomedical Research

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  
Job ID  
REQ-10077232

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