

People and Organization Project Specialist , Maseeraty Program

Job ID

REQ-10078608

май 19, 2026

Объединенные Арабские эмираты

Сводка

The P&O Project Specialist supports the effective planning, coordination, and execution of People & Organization (P&O) initiatives across assigned regions or clusters. The role acts as a key operational partner to senior P&O leadership, ensuring structured delivery, strong governance, and high quality stakeholder coordination while building foundational P&O capability.

#LI-onsite

About the Role

Major Accountabilities

- Support delivery of regional P&O projects and initiatives, ensuring timelines, milestones, and outcomes are met.
- Coordinate inputs, actions, and follow-ups across P&O teams, Talent Acquisition, and relevant Centers of Expertise.
- Provide operational support for P&O governance processes, including workforce planning, role documentation, and approval submissions.
- Prepare meeting materials, track actions, and support execution of recurring P&O leadership forums and planning meetings.
- Maintain and update P&O documentation, presentations, and knowledge materials in line with global standards.
- Support data consolidation, basic analysis, and reporting for P&O initiatives and leadership reporting.
- Act as a trusted operational partner to the Regional P&O Head, ensuring effective organization, prioritization, and execution support.

Minimum Requirements

- Bachelor's degree preferred; exposure to HR, project management, or business operations advantageous
- Strong coordination, organization, and stakeholder management skills
- High learning agility with interest in building a P&O/HR career
- Strong attention to detail, follow-through, and structured working style
- Proficient in Microsoft Office tools; experience supporting complex, multi-stakeholder environments preferred

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 \(PDF 30 MB\)](#)

People & Organization
Business Unit
Human Resources
Место
Объединенные Арабские эмираты
Сайт
Dubai
Company / Legal Entity
AE01 (FCRS = AE001) Novartis Middle East FZE (Representative Office)
Functional Area
Others
Job Type
Full time
Employment Type
Early Career (Fixed Term)
Shift Work
No
Job ID
REQ-10078608

People and Organization Project Specialist , Maseeraty Program

[Apply to Job](#)

Job ID

REQ-10078608

People and Organization Project Specialist , Maseeraty Program

[Apply to Job](#)

Source URL: <https://www.novartis.ru/careers/career-search/job/details/req-10078608-people-and-organization-project-specialist-maseeraty-program>

List of links present in page

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf
3. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Dubai/People-and-Organization-Project-Specialist---Maseeraty-Program_REQ-10078608
4. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Dubai/People-and-Organization-Project-Specialist---Maseeraty-Program_REQ-10078608