

# Project Manager Strategy and Operations, Patient Safety and Pharmacovigilance

Job ID  
REQ-10079478  
Июн. 02, 2026  
Швейцария

## Сводка

Internal Job title: Associate Director, Project Manager Strategy and Operations

Work Arrangement: Hybrid

Location: Basel, Switzerland

Relocation Support: This role is based in Basel, Switzerland. Novartis is unable to offer relocation support: please only apply if accessible.

Step into a role where strategy meets impact across a global patient safety organisation. As Associate Director, Project Manager Strategy and Operations within Patient Safety and Pharmacovigilance, you will partner closely with senior leaders to drive strategic priorities, strengthen governance operations, support functional communication and engagement, and help deliver cross-functional transformation initiatives. This is a unique opportunity to bring clarity to complexity, enable effective decision-making, and help shape how critical priorities are executed across a global, matrixed environment.

## About the Role

### Key Responsibilities

- Drive preparation and delivery of senior leadership meetings, ensuring clear agendas, outputs, and action tracking
- Coordinate cross-functional inputs to create high-quality presentations, briefings, and executive communications
- Lead project management for strategic initiatives, ensuring delivery against timelines, milestones, and agreed outcomes
- Strengthen operational discipline through structured planning, risk identification, follow-up, and timely escalation
- Partner with global stakeholders to align priorities across Patient Safety and Pharmacovigilance functions and locations
- Support and contribute to the execution of the external engagement strategy with global stakeholders and partners
- Represent leadership in cross-functional initiatives, ensuring visibility, coordination, and alignment of strategic priorities

### Essential Requirements

- Master's degree in life sciences, pharmacy, public health, business administration, or a related field
- At least seven years of experience in pharmaceutical, biotechnology, healthcare, life sciences, or health institutions
- Proven experience in project management, strategy, or operations within a complex business environment
- Strong track record of independently managing complex projects, governance forums, executive meetings, or cross-functional initiatives
- Excellent written and verbal communication skills, including preparation of executive presentations and senior stakeholder materials
- Demonstrated ability to work effectively across global, matrixed, and cross-functional organisations
- Strong strategic thinking, analytical problem-solving, and professionalism in handling sensitive information

### 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 \(PDF 30 MB\)](#)

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Business Unit  
Development  
Место  
Швейцария  
Сайт  
Basel (City)  
Company / Legal Entity  
C028 (FCRS = CH028) Novartis Pharma AG  
Functional Area  
Research & Development  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No

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