

Associate Director - PMO Excellence & Enablement

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Сводка

PM Enablement Services Lead drives project management excellence through governance, standards, tools, reporting, and continuous improvement. The role owns the strategy and optimization of PM platforms, partners with business and technology stakeholders, leads capability development and change adoption, and drives AI-enabled innovation to deliver scalable PM enablement services and measurable business outcomes.

About the Role

Major Accountabilities

- Lead PM Enablement Strategy and Governance: Own and execute the PM Enablement service portfolio, operating model, standards, governance frameworks, KPIs, and continuous improvement initiatives aligned to business objectives.
- Manage Project Management Tools and Platforms: Drive the strategy, roadmap, adoption, enhancement, and optimization of PM tools including PM Planner, PMO Hub, Jira, ServiceNow, SharePoint, and Microsoft 365 solutions.
- Drive AI and Digital Transformation Initiatives: Develop and implement AI readiness, GenAI enablement, automation, and digital transformation strategies across project and portfolio management processes.
- Establish Project Management Excellence: Define, standardize, and continuously improve project, program, and portfolio management methodologies, templates, processes, and best practices.
- Deliver Training, Adoption, and Change Management Programs: Build capability development programs, training curricula, knowledge repositories, and communities of practice to enhance project management maturity and tool adoption.
- Provide Executive Reporting and Analytics: Develop portfolio dashboards, performance metrics, and executive-level reporting that deliver actionable insights and support strategic decision-making.
- Manage Senior Stakeholder Relationships: Serve as the primary point of contact for PM Enablement services, partnering with business leaders and technology teams to translate requirements into scalable solutions. Oversee Vendor and Service Performance: Manage third-party providers, monitor service delivery against SLAs and contractual commitments, and drive operational excellence, quality, and cost optimization.

Minimum Requirements

- Education: Bachelor's degree in Computer Science, Information Technology, Engineering, Business Administration, or a related discipline.
- Project & Portfolio Management Experience: 10+ years of experience in project, program, portfolio management, PMO leadership, or PM Enablement functions within a large enterprise environment.
- PM Methodology Expertise: Strong knowledge of project management frameworks and methodologies, including Agile, Waterfall, Hybrid delivery models, governance, and PMO best practices.
- Tool and Platform Expertise: Demonstrated experience managing and optimizing project management platforms such as Jira, ServiceNow, SharePoint Online, Microsoft 365, PM Planner, and PMO tools.
- SharePoint & Microsoft Ecosystem Knowledge: Deep understanding of SharePoint Online, Microsoft 365 solutions, information architecture, content management, and collaboration platforms.
- AI, Automation & Digital Transformation Experience: Experience implementing AI, GenAI, workflow automation, analytics, or digital transformation initiatives within project management or operational environments.
- Leadership & Stakeholder Management Skills: Proven ability to influence senior executives, lead cross-functional teams, manage vendors, and drive organizational change across complex environments.
- Analytical & Communication Skills: Strong analytical, problem-solving, presentation, communication, and organizational skills, with the ability to manage multiple priorities and deliver results in a fast-paced environment.

Why consider Novartis?

Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here:

<https://www.novartis.com/about/strategy/people-and-culture>

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.

Join our Novartis Network: If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here:

<https://talentnetwork.novartis.com/network>

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 \(PDF 30 MB\)](#)

Operations
Business Unit
Information Technology
Место
Индия
Сайт
Hyderabad (Office)
Company / Legal Entity
IN10 (FCRS = IN010) Novartis Healthcare Private Limited
Functional Area
Информационные технологии
Job Type
Full time
Employment Type
Regular
Shift Work
No

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 diversityandincl.india@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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