

Associate Director, New Capabilities & Program Lead

Job ID
REQ-10086141
авг 19, 2026
CША

Сводка

#LI-Hybrid

Reporting into the ED, US New Capabilities & Adoption, this role is accountable for operating the central program office for the US New Capabilities & Adoption function, integrating portfolio planning, governance, roadmap tracking, stakeholder routines, capacity signals, and value realization across AI learning, self-service AI adoption, PM capability, change enablement, and SPT communications. The Associate Director, US New Capabilities Program Lead is responsible for owning functional operating cadence, roadmap integration, action tracking, KPI reporting, risk/dependency visibility, budget and vendor coordination support, and executive materials for the ED and pillar leads.

This position will be located at East Hanover, NJ and will not have the ability to be located remotely. This position will require up to 20% travel as defined by the business (domestic and/ or international).

About the Role

Key Responsibilities:

- Build and maintain the integrated US New Capabilities & Adoption roadmap across all pillars, including milestones, owners, dependencies, risks, and value measures.
- Run planning rhythms, leadership team agendas, decision logs, action trackers, and executive updates for the function.
- Coordinate intake and prioritization of capability-building needs so the function does not become a request queue or training factory.
- Establish common KPI definitions for adoption, learning effectiveness, readiness, usage, productivity, and value realization.
- Support budget, vendor, resource, and capacity planning in partnership with Finance and functional leads.
- Maintain documentation standards, SharePoint/Teams structures, governance archives, and reusable templates

Essential Requirements:

- Bachelor's degree in business or related field; advanced degree (MBA, MS, or equivalent) preferred
- 7+ years in program management, business operations, strategic operations, transformation office, capability building, or consulting.
- Experience with commercial transformation, learning operations, AI adoption, or change enablement experience.
- Experience running complex cross-functional operating cadences, dashboards, executive materials, and action tracking.
- Strong PowerPoint, Excel, project tooling, stakeholder management, and written communication skills.
- Ability to operate with confidential and ambiguous information in a senior-stakeholder environment.

Desirable Requirements:

- Pharma/healthcare industry background
- Experience with KPI dashboards, portfolio routines, vendor coordination, and enterprise governance forums.

Novartis Compensation Summary:

The salary for this position is expected to range between \$152,600 and \$283,400 per year.

The final salary offered is determined based on factors like, but not limited to, relevant skills and experience, and upon joining Novartis will be reviewed periodically. Novartis may change the published salary range based on company and market factors.

Your compensation will include a performance-based cash incentive and, depending on the level of the role, eligibility to be considered for annual equity awards.

US-based eligible employees will receive a comprehensive benefits package that includes health, life and disability benefits, a 401(k) with company contribution and match, and a variety of other benefits. In addition, employees are eligible for a generous time off package including vacation, personal days, holidays and other leaves.

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 \(PDF 30 MB\)](#)

EEO Statement:

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Accessibility & Reasonable Accommodations

The Novartis Group of Companies are 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 application process, or to perform the essential functions of a position, please send an e-mail to us.reasonableaccommodations@novartis.com or call +1(877)395-2339 and let us know the nature of your request and your contact information. Please include

the job requisition number in your message.

Дивизион

US

Business Unit

General Management

Место

США

Состояние

New Jersey

Сайт

East Hanover

Company / Legal Entity

U014 (FCRS = US014) Novartis Pharmaceuticals Corporation

Functional Area

Продажи

Job Type

Full time

Employment Type

Regular

Shift Work

No

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