

Project Manager DDIT P&O

Job ID
REQ-10086402
авг 21, 2026
Чехия

Сводка

- Manage the design, deployment and delivery of projects of medium to large complexity (determined by budget, timeline and stakeholder), providing IT solutions that meet business requirements
- Direct project teams (internals/externals) and maintain control of progress, quality, and budget to meet the desired business objectives
- Setup and run all project related meetings and maintain the record of actions, decisions, issues, risks and act the primary point of contact for all project related escalations
- Ensure all project deliverables meet quality and compliance standards, including thorough documentation with timely reviews and approvals
- Ensure a smooth transition to operations and the optimal planning and execution of all activities associated with a release.

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

Ready to lead digital transformation that enables better employee experiences and business outcomes across a global organization? As a Project Manager DDIT P&O, you will drive the successful delivery of impactful technology initiatives that support People & Organization functions, collaborating with cross-functional teams, business stakeholders, and strategic partners to deliver innovative solutions on time, within budget, and with measurable value. This is an opportunity to influence enterprise-wide change while working in a collaborative, purpose-driven environment where your expertise can help reimagine how we work.

About the Role

#LI-Hybrid

Location: Prague, Czech Republic

Key Responsibilities

- Lead end-to-end delivery of technology projects from initiation through transition to operational support.
- Establish project governance while managing scope, timelines, risks, issues, and stakeholder expectations.
- Ensure effective use of project management methodologies, tools, resources, and best practices. Practical understanding or demonstrable interest in AI and digital innovation
- Manage project budgets, procurement activities, statements of work, and change requests.
- Deliver projects on time, within budget, and aligned with defined business objectives.
- Provide transparent project reporting with clear status updates, documentation, and performance metrics.
- Collaborate across DDIT teams, business functions, and strategic partners to achieve successful outcomes.

Essential Requirements

- Proven experience managing technology or digital transformation projects in a complex global environment.
- Strong knowledge of 5+ years project management methodologies, governance, risk management, and delivery frameworks.
- Experience managing project budgets, vendor relationships, procurement processes, and financial reporting.
- Ability to lead cross-functional teams and influence stakeholders across business and technology functions.
- Excellent communication, presentation, and stakeholder management skills.
- Demonstrated ability to deliver projects on time, within budget, and against defined business objectives.

Desirable Requirements

- Project Management Professional certification or equivalent project management qualification.
- Experience within Human Resources, People & Organization, or global enterprise technology environments.

Benefits & Rewards

At Novartis, we're committed to reimagining medicine together - and rewarding the people who make it happen.

Expected Annual Base Salary Range for role: 1,288,241.50 - 2,392,448.50 CZK

The base salary offered is determined based on gender-neutral objectives, such as relevant skills, competencies and experience in accordance with the Novartis pay setting policy and upon joining Novartis will be reviewed periodically.

In addition to your base salary, you may be eligible for a performance-based bonus depending on certain performance parameters.

The rewards of being part of our team go far beyond base pay and incentives. We also offer a variety of competitive benefits in kind to help you thrive personally and professionally, such as insurance plans, retirement plans, wellbeing resources and global recognition programs. In addition, we provide flexible and hybrid working options, where possible, and minimum 14 weeks paid parental leave.

Commitment to Diversity and Inclusion / EEO paragraph

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 todi.cz@novartis.com and let us know the nature of y

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 \(PDF 30 MB\)](#)

Primary location salary range
Kč1,288,241.50 - Kč2,392,448.50
Дивизион
Operations
Business Unit
Information Technology
Место
Чехия
Сайт
Prague
Company / Legal Entity
CZ02 (FCRS = CZ002) Novartis s.r.o.
Functional Area
Информационные технологии
Job Type
Full time
Employment Type
Regular
Shift Work
No

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