NOVARTIS

Medical Grants Manager

Job ID
REQ-10091112
Ноя. 04, 2026
Индия

Сводка

Manages end-to-end review and execution of Medical education grant programs in relation with Associate Director and US team. Ensures scope and feasibility of programs through initial review of key documents within grant management system and budget. This role involves detailed analysis, historical comparison, and stakeholder coordination to ensure accuracy and transparency of the grants process

About the Role

Medical Grants Manager
Location – Hyderabad #LI Hybrid

Major Accountabilities

- Manage and review external funding grant submissions to ensure completeness, accuracy, and compliance with internal and external policies.
- Assess grant requests against applicable regulations, grant definitions, timelines, scope, budget, and process requirements.
- Conduct reputational assessments, budget feasibility reviews, and historical analyses using the external funding system and SharePoint.
- Share relevant historical Grant Review Committee decisions with the ERC Advisor and NOGE Leads.
- Review submissions with the Associate Director before advancing them and escalate issues to the Associate Director or US team as needed.
- Maintain and update the Excel tracker for all new grant submissions and ensure final documents are uploaded to SharePoint.
- Complete initial reviews within three business days and participate in weekly reviews with the US team.
- Identify process efficiencies, including AI-enabled improvements, and support trend and outcomes analysis for grant programs.

Minimum Requirements

Education: Bachelor's degree required

Desirable: BS required in finance, commerce, or other related discipline

Experience

- Minimum 5+ year experience
- Knowledge with MS excel, MS word, MS PowerPoint
- Demonstrated innovative thinking and solution-oriented problem-solving skills
- Ability to manage work output within given timelines
- Ability to communicate effectively with internal teams
- Demonstrated innovative thinking and solution-oriented problem-solving skills
- Willingness to work and be available during US business hours (up to 9:00 p.m. IST or 11:30 a.m. EST), schedule coordination in advance to ensure US Holiday coverage, and on call for critical matters, based on business needs. Employees are typically expected to be in their current role for at least 24 months before applying for a different role, per local guidelines. This allows them to gain sufficient experience and demonstrate their capabilities in their current position. Any transfer or application for a different role typically requires approval from the employee's current manager and the leadership team.

Essential Requirements

- Efficient and timely execution of assigned medical grants related responsibilities.
- Demonstrates knowledge and application of medical grant related policies and procedures
- Can identify risks and trends to effectively interpret and report data.
- Applies Medical grant review criteria to new submissions within 3 business days of submission.
- Manage risk, compliance and controls environment, measured through internal and external audits and reviews
- High employee engagement through ensuring collaboration with key internal stakeholders across NOGE, Medical Directors, and Ethics, Risk and Compliance.

Values and Behaviors - Demonstrates and upholds Novartis values and behaviors in all aspects of work and collaboration.

Location - Hyderabad NKC | Hybrid | 3 days a week in office is mandatory.

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)

Дивизион
US
Business Unit
Marketing
Место
Индия
Сайт
Hyderabad (Office)
Company / Legal Entity
IN10 (FCRS = IN010) Novartis Healthcare Private Limited
Functional Area
Research & Development
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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