

# Junior Portfolio Manager

Job ID

REQ-10077237

май 14, 2026

Чехия

## Сводка

Are you looking to build your career at the heart of strategic decision-making within Biomedical Research? As a Junior Portfolio Manager, you will play a key role within Data & Digital, supporting portfolio governance, planning and reporting processes that enable high-impact scientific innovation. This is a fantastic opportunity to develop your skills in a fast-paced, global environment - working closely with cross-functional teams to improve transparency, strengthen process discipline and help leaders make informed decisions that accelerate drug discovery.

Location: Prague, Czech Republic #LI-Hybrid

This role is based in Prague, Czech Republic. Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

## About the Role

### Responsibilities:

- Support coordination of portfolio reviews and governance forums, ensuring meetings are effectively planned and delivered
- Prepare materials, consolidate inputs and ensure stakeholders are well-prepared for decision-making discussions
- Capture and publish meeting outcomes, including minutes, decisions and actions, ensuring accuracy and accessibility
- Assist in maintaining high-quality portfolio data by supporting data entry, validation and consistency checks across systems
- Produce data extracts and support reporting activities to provide visibility of portfolio performance and commitments
- Support demand and opportunity tracking processes, ensuring accurate and timely data capture across the portfolio
- Facilitate internal governance processes, ensuring adherence to established workflows and standards
- Collaborate with cross-functional teams to gather inputs and ensure alignment across portfolio activities
- Identify opportunities to improve process efficiency and support continuous improvement initiatives
- Contribute to strengthening process discipline and transparency within portfolio management activities

### Essential for the role:

- Bachelor's degree in technology, engineering, life sciences or business administration
- Experience supporting projects, programmes or portfolio management activities in a structured environment
- Strong organisational and time management skills, with the ability to manage multiple tasks simultaneously
- Excellent communication skills, both written and verbal, with the ability to collaborate across teams
- Strong attention to detail, particularly when working with data, reports and documentation
- Proactive mindset with the ability to take initiative and anticipate needs in a fast-paced environment
- Ability to learn new tools and systems quickly, with a strong interest in digital and data-driven ways of working
- Experience using Microsoft Office tools, including Excel, PowerPoint and collaboration platforms such as Teams or SharePoint

### Desirable for the role:

- Experience working in a global or matrix organisation, supporting cross-functional teams
- Basic knowledge of portfolio management, governance or data reporting processes

## Benefits & Rewards

Monthly pension contribution matching your individual contribution up to 3% of your gross monthly base salary; Risk Life Insurance (full cost covered by Novartis); 5-week holiday per year; (1 week above the Labour Law requirement) ; 4 paid sick days within one calendar year in case of absence due to sickness without a medical sickness report; Cafeteria employee benefit program – choice of benefits from Benefit Plus Cafeteria in the amount of 17,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); MultiSport Card; Public Transportation Allowance. Find out more about Novartis Business Services: <https://www.novartis.cz/>

## Commitment to Diversity & Inclusion:

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 to [di.cz@novartis.com](mailto:di.cz@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

**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

Biomedical Research

Business Unit

Information Technology

Место

Чехия

Сайт

Prague

Company / Legal Entity

CZ02 (FCRS = CZ002) Novartis s.r.o.

Functional Area

Technology Transformation

Job Type

Full time

Employment Type

Regular

Shift Work

No

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