

# Senior Consultant - PMO

Job ID

REQ-10009634

Sep 03, 2024

Tschechische Republik

## Summary

Location: Prague, Czech republic #LI-Hybrid

The primary responsibility of the Senior Consultant - PMO is to provide leadership to the Program team in projects and operational tasks. The position holder ensures full transparency of ongoing projects progress.

The role is responsible for program management & coordination within the Strategy department e.g. supporting work streams, providing project execution support and planning support. The role provides leadership to programs and large scale transformations by providing guidance, monitoring compliance with project milestones, risks and issues and reporting on program/project status, governance and frameworks at all levels of the program.

## About the Role

### Key Responsibilities:

- Coordinate the team throughout all project management phases
- Manage communication with external and internal stakeholders (clients, sponsors, executives, etc.)
- Organize and participate in client meetings
- Collaborate with the sponsor
- Ensure compliance with client requirements and business needs
- Ensure customer satisfaction
- Bring together all company units to meet client demands
- Create a detailed project management plan and other project documents
- Guide incoming and outgoing project files and provide solutions to project-related issues
- Set the strategic direction of all projects, define the project's scope, Set milestones and deadlines
- Create budget and revenue estimates and manage project resources and their costs
- Assign, prioritize, and supervise project tasks (task management)
- Implement and manage changes; Identify, prevent, and manage risks
- Track project performance using appropriate KPIs, metrics, tools, and technique

### Essential Requirements:

- Bachelors in either a Science, Business, or Economics
- Certified in PMP or Agile/Scrum or PRINCE2 is required.
- Pharma industry experience is a plus but not required
- 6-10 years' experience in Project & Program Management and Change Management, collaborating across different divisions and geographies

- Prioritizing and planning, analyzing business requirements, communicating with different customer groups, and managing senior stakeholders

**You'll receive:** 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 in the amount of 12,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); Public Transportation allowance; MultiSport Card. Find out more about Novartis Business Services: <https://www.novartis.cz/>

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Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

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BD&L & Strategic Planning  
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## Senior Consultant - PMO

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