

# Assoc.Dir. DDIT APD Special Programs

Job ID  
REQ-10040210  
Feb 19, 2025  
Czech Republic

## Summary

We are seeking a highly skilled and experienced IT Projects Specialist to spearhead specialized IT projects, collaborate with the M&A team for acquisition's IT components, and oversee IT contract management. The ideal candidate will play a crucial role in optimizing costs, enhancing operational efficiency, and contributing to the organization's profitability.

## About the Role

### Key Responsibilities:

- Plan, manage, and execute specialized IT projects to ensure operational efficiency.
- Collaborate with the M&A team and global cross-functional teams for full IT M&A process, including due diligence and system integration.
- Oversee contract administration, ensuring compliance and performing audits as necessary.
- Utilize financial acumen to optimize IT costs and manage project expenses effectively.
- Participate in technology contracts evaluation and procurement, providing technical and financial insights.
- Conduct due diligence and post-acquisition transition of IT systems for data and system continuity.
- Document project requirements, outcomes, and costs for stakeholder communication.
- Track project milestones, costs, and benefits using project management tools, adjusting plans as needed.
- Build and maintain relationships with external partners, vendors, and stakeholders.
- Contribute to scope discussions, impact analysis, and participate in Demand Review Board (DRB).
- Attend project meetings, follow up on actions and risks, and manage application-based pricing amendments and approvals.
- Oversee CR submissions, GR booking, accruals monitoring, Cost Center, Org Units, and handle invoice/PO inquiries.

### Your Experience:

- Bachelor's degree in computer science, Information Systems, or related field; master's degree is a plus.
- 10-15 years of experience in IT project management, M&A, specifically in Pharma/Life Sciences Industry.
- Proficiency in IT financial management and techno-functional aspects preferred.
- Experience in IT audits, managing application services, contracts, SLAs, and IT operations' financial aspects.
- Proficiency in ServiceNow is expected.
- Strong communication, multitasking, negotiation, and decision-making skills.
- Experience with project management software and tools.
- Deep understanding of IT infrastructure, software applications, and cloud solutions.
- Ability to work independently and collaboratively in a high-pressure environment.

**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>

### **Commitment to Diversity & Inclusion:**

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

### **Join our Novartis Network:**

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**Benefits and Rewards:** Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

Division

Operations

Business Unit

CTS

Location

Czech Republic

Site

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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