

# Project Manager/Scrum Master - DDIT US&I Americas

Job ID  
REQ-10032483  
Feb 27, 2025  
Mexico

## Summary

#LI-Hybrid

As Project Manager, you will manage the design, deployment and delivery of low priority projects (determined by budget, timeline and stakeholder) or project work streams providing IT solutions that meet business requirements. Contribute to maintaining control of progress, quality, and budget to meet the desired business objectives and 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

As Scrum Master, You will act as a coach to ensure that the team lives agile values and principles and follows the agreed agile processes and practices, while allowing flexibility for the team to improve the ways of working and effectiveness. Establish and maintain an environment where the team can be effective. You will help to remove any obstacles that the team may encounter, protect the agile team from external interruptions to execution and assist in conflict resolution.

## About the Role

### Key Responsibilities:

#### Project Manager

- Manage the delivery of internal and outsourced projects from project initiation to transition to operations.
- Monitor and control project execution, establish project governance, managing scope, risks and issues.
- Ensure effective use of resources and project management methods, tools and practices -Deliver projects on time and within budget and to meet the desired business objectives.
- Alternatively, may support the provision of services that contribute to managing the enterprise IT project portfolio, including development and implementation of project management standards and training, portfolio reporting and analytics, project management resourcing services, etc. -Own project status, issues and risks through appropriate channels / tools and ensures that these are reported back to agreed project governance (e.g., Steering Committee) with focus on required actions, ownership, and risk management.
- Accountable to ensure adherence with Security and Compliance policies and procedures within Project Management service scope -Collaborate effectively with other teams, DDIT Functions and Domains in the organization, as well as strategic suppliers providing services to the project

## Scrum Master

- Support the team to agree on and establish agile processes and practices that best fit team activities and familiarize the team with key elements from the Agile / Scrum Methodology
- Coordinate and facilitate agile ceremonies (planning, reviews, retrospectives, and daily stand-ups) and support the team using a servant-leadership style, leading by example
- Guide, coach, and mentor the agile team to ensure they achieve objectives and higher levels of agile maturity and self-organization, at a pace that is sustainable for the team and organization
- Track and help resolve impediments hindering team's work and escalate those that cannot be resolved within the team. Help teams implement changes effectively and ensure deliverables are up to quality standards at the end of each sprint
- Collaborate effectively with Product Owners and management to handle backlogs, new requests and to continually improve the environment within each team works. Foster an Agile mindset reflected by strong collaboration, effective communication, and trust among team members and across supporting teams.
- Participate and contribute to the Scrum Master's Chapter. Introduce any relevant learnings to enhance team agility

### Main Requirements:

- Bachelor's degree or global equivalent in a related field.
- PMI certification desired
- Certified Scrum Master (CSM) certification or equivalent required.
- Certified Scrum Professional (CSP) or equivalent desired
- +5 years of experience in an Agile Software Development environment or a related field.
- Demonstrate self-improvement to obtain mastery of Agile techniques and practices. Knowledgeable in Agile Scrum, Lean, Kanban, and XP practices. Demonstrate Agile behaviors; embrace the Agile Manifesto and the Agile Principles; pursue improvement of Agile techniques and practices.
- Model the behavior of the relentless improvement and a sense of urgency (the Kaizen mind)

### Commitment to Diversity and Inclusion:

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

**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.

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Division

Operations

Business Unit

CTS

Location

Mexico

Site  
INSURGENTES  
Company / Legal Entity  
MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.  
Functional Area  
Technology Transformation  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No  
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