

Japan Program Manager

Job ID

REQ-10035100

Jan 08, 2025

Japan

Summary

About the Role

Major accountabilities:

- Accountable for all aspects of project and program management for assigned projects/programs in Japan
- Partner with JPH and Japan Program Team (JPT) members to drive development of program strategy and translation into realistic integrated development plan and ensure consistency of both program strategy and development plan with target product profile
- Partner with GP(E)D to align and manage the Japan project/program plan as a part of global development plan with Global Program Team (GPT) and to secure communication on Global development plan to ensure consistency of both program strategy and development plan between Global and Japan
- Coordinate and provide project information/data for the status and the value assessment to GPM, DU and Portfolio Management for reporting and portfolio analysis
- Accountable for high quality of JPT's deliverables, such as JPT minutes, JPT objectives, strategic documents, such as tollgate presentations, and executive communication, input to key updates and portfolio review
- Ensure the quality and content of management communication, such as Monthly Update and JPT minutes
- Ensure alignment with other JPMs and JPTs to utilize same project management processes
- Ensure project forecast such as budget, timeline, milestones and sales forecast is developed with consistent quality and method across GPM-J
- Accountable to champion transparency in discussion and communication in JPTs
- May lead JPTs for non-high priority/complicated projects when delegated, under supervision by JPH
- Monitor progress of assigned projects/programs by communicating with JPT members locally and collaborating with GPD representatives globally
- Drive risk assessment and contingency planning by JPT
- Ensure integration of Global project management tools and processes in the day-to-day project team practice
- Support JPH to build high performing JPTs
- Leads or serves on process improvement, and/or contributes to GPM/DUs initiatives or other cross-functional activities
- Provides on-boarding, coaching, and/or mentoring support; develops and fosters GPM-J culture

- Quality accountability: Ensure adequate reporting of adverse events/technical complaint/compliance issue in accordance with company procedures and 100% timely delivery of all training requirements including compliance

Key performance indicators:

- Project/Program timelines and milestones:
- Project/Program budget: Data quality and accuracy in internal system
- Project/Program management excellence:
- Timely JPT deliverables (e.g. Meeting minutes, Team objectives, Monthly update, Knowledge transfer)
- Risk management documentation (Risk mitigation plan is always updated) and resource management
- Clear messages and quality of scenario planning and presentation in team proposal (with necessary and sufficient information) for effective stakeholder's feedback and decision making
- Project/Program compliance (Minimize risk and maximize benefit of projects/products in development/post-marketing phases)
- Presents Team objectives in agreement with team members and elicits members' commitment
- Organizational alignment & seamless execution toward team objectives/goals
- Provides orientation session to new team members
- Regular training activities

Work Experience:

- In total, >5-year experience in Pharmaceutical industry, ideally in R&D or in commercialization of pharmaceutical products business
- Sufficient knowledge of the drug development process from research, development to commercialization, including post-launch safety surveillance and Medical activities
- Sufficient knowledge of Pharmaceutical Business and Portfolio
- Hands-on experience of international drug development, preferably in project management
- Experience in international and multidisciplinary drug development teams, preferably, matrix project management experience in international and multidisciplinary drug development teams
- Strong verbal and written communication including networking and alliance building
- Curiosity, learning agility, problem solving skills
- Leadership skills with broad view and strategic thinking, i.e., able to understand how external change affects strategy and how change of strategy affects tactics
- Strong interpersonal skills and expert team player with demonstrated ability to build collaborative team membership and bridge across diverse and cross functional team members

Languages :

- Japanese
- Fluent English in verbal and written communication

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Division

Development

Business Unit

Innovative Medicines

Location

Japan

Site

Toranomon (NPKK Head Office)

Company / Legal Entity

JP05 (FCRS = JP005) Novartis Pharma K.K.

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular

Shift Work

No

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