Regulatory Affairs Data & Technology Project Manager

Job ID
REQ-10089117
Окт. 01, 2026
Швейцария

Сводка

#LI-Hybrid

Primary Location: Basel, Switzerland

Relocation Support: This role is based in Basel, Switzerland. Novartis is unable to offer relocation support: please only apply if accessible.

Imagine shaping the future of Regulatory Affairs technology at a global scale. As the Regulatory Affairs Data & Technology Project Manager, you will play a pivotal role in driving the Regulatory Affairs Technology Roadmap, ensuring critical initiatives stay on track, on budget, and aligned to business priorities. Working across Regulatory Affairs, Data, Digital & Information Technology, and Technology teams, you will bring clarity to complex portfolios, connect stakeholders around shared goals, and help deliver innovative technology solutions that accelerate regulatory excellence. This is an opportunity to influence how technology enables better decision-making, stronger collaboration, and lasting impact across the organisation.

About the Role

Key Responsibilities

- Drive end-to-end delivery and tracking of the Regulatory Affairs Technology Roadmap portfolio.
- Maintain portfolio plans, milestones, dependencies, and resource forecasts across multiple workstreams.
- Partner with technology and business teams to deliver projects on time and within budget.
- Lead project governance activities, status reviews, and stakeholder communications.
- Monitor project risks and implement mitigation plans to support successful delivery.
- Develop clear portfolio reporting, dashboards, and executive-ready updates for leadership.
- Identify opportunities to enhance processes, project practices, and technology adoption across Regulatory Affairs.

Essential Requirements

- Bachelor’s degree in Computer Science, Life Sciences, or a related discipline.
- Significant project or portfolio management experience within pharmaceutical, life sciences, or regulated environments.
- Proven expertise administering Jira or comparable project portfolio management and work-tracking platforms.
- Strong experience managing project budgets, financial reporting, resource planning, and portfolio governance.
- Excellent stakeholder management skills with the ability to translate complex information into clear business insights.
- Demonstrated ability to manage multiple cross-functional projects, identify risks, and drive successful outcomes.

Benefits & Rewards

At Novartis, we’re committed to reimagining medicine together - and rewarding the people who make it happen.

Expected Annual Base Salary Range for role: CHF122,500 to CHF227,500

The base salary offered is determined based on gender-neutral objectives, such as relevant skills, competencies and experience in accordance with the Novartis pay setting policy and upon joining Novartis will be reviewed periodically.

In addition to your base salary, you may be eligible for a performance-based bonus depending on certain performance parameters.

The rewards of being part of our team go far beyond base pay and incentives. We also offer a variety of competitive benefits in kind to help you thrive personally and professionally, such as insurance plans, retirement plans, wellbeing resources and global recognition programs. In addition, we provide flexible and hybrid working options, where possible, and minimum 14 weeks paid parental leave.

Pay equity is a fundamental principle of our employment policy and reflects our commitment to create a diverse, equitable and inclusive environment that treats all employees with dignity and respect, as outlined in our Code of Ethics.

Read our brochure to learn more about our global total rewards offering:

https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf

Note: Benefits and compensation may vary by country and are subject to local legal requirements, including provisions of collective bargaining agreements where applicable. A full overview of your compensation package, including any relevant collective bargaining agreement details applicable to your role based on your employment location and Novartis employer entity, will be communicated separately to you during the application process.

Commitment to Diversity and Inclusion / EEO paragraph

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 reasonable accommodation for any part of the recruitment process, or to receive more detailed information about the essential functions of a position, please send an e-mail to diversity.inclusion_ch@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Barrierefreiheit und Zugänglichkeit

Wenn Sie aufgrund einer Erkrankung oder Behinderung spezielle Unterstützung während des Rekrutierungsprozesses brauchen und/oder deswegen detailliertere Informationen über die wesentlichen Funktionen einer Stelle benötigen, senden Sie bitte eine E-Mail diversity.inclusion_ch@novartis.com und teilen Sie uns die Art Ihres Anliegens und Ihre Kontaktinformationen mit. Bitte vergessen Sie nicht, dabei die Referenznummer der Stellenausschreibung anzugeben.

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)

Primary location salary range
CHF122,500.00 - CHF227,500.00
Дивизион
Development
Business Unit
Development
Место
Швейцария
Сайт
Basel (City)
Company / Legal Entity
C028 (FCRS = CH028) Novartis Pharma AG
Functional Area
Research & Development
Job Type
Full time
Employment Type
Regular
Shift Work
No

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