

# HR Project Specialist , Maseeraty Program

Job ID

REQ-10071285

апр 30, 2026

Объединенные Арабские эмираты

## Сводка

Emirati Graduate Program Associate ( Fixed Term Contract)

We are welcoming UAE National Talents to apply for our Novartis Emiratization Program which is a 12-month program that will provide you with real world experience that will allow you to put your theoretical learning into practice.

The P&O Project Specialist supports the effective planning, coordination, and execution of People & Organization (P&O) initiatives across assigned regions or clusters. The role acts as a key operational partner to senior P&O leadership, ensuring structured delivery, strong governance, and high quality stakeholder coordination while building foundational P&O capability.

#LI-Onsite

## About the Role

### Major Accountabilities

- Support delivery of regional P&O projects and initiatives, ensuring timelines, milestones, and outcomes are met.
- Coordinate inputs, actions, and follow-ups across P&O teams, Talent Acquisition, and relevant Centers of Expertise.
- Provide operational support for P&O governance processes, including workforce planning, role documentation, and approval submissions.
- Prepare meeting materials, track actions, and support execution of recurring P&O leadership forums and planning meetings.
- Maintain and update P&O documentation, presentations, and knowledge materials in line with global standards.
- Support data consolidation, basic analysis, and reporting for P&O initiatives and leadership reporting.
- Act as a trusted operational partner to the Regional P&O Head, ensuring effective organization, prioritization, and execution support.

### Minimum Requirements

- Bachelor's degree preferred; exposure to HR, project management, or business operations advantageous
- Strong coordination, organization, and stakeholder management skills
- High learning agility with interest in building a P&O/HR career
- Strong attention to detail, follow-through, and structured working style
- Proficient in Microsoft Office tools; experience supporting complex, multi-stakeholder environments preferred

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Дивизион

People & Organization

Business Unit

Human Resources

Место

Объединенные Арабские эмираты

Сайт  
Dubai  
Company / Legal Entity  
AE01 (FCRS = AE001) Novartis Middle East FZE (Representative Office)  
Functional Area  
Others  
Job Type  
Full time  
Employment Type  
Early Career (Fixed Term)  
Shift Work  
No  
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