

## Manager, Public Affairs & Policy

Job ID  
REQ-10041134

2月 19, 2025

Mexico

### 摘要

Dirigir o apoyar actividades/proyectos de Asuntos P ú blicos m á s importantes, para ayudar a los objetivos comerciales en el á rea de responsabilidad.Participaci ó n de los interesados en el á rea de responsabilidad.

Apoyar a los directivos de PA para alcanzar los objetivos comerciales.

El cargo se enfoca en un á rea espec í fica de asuntos p ú blicos O en la implementaci ó n operativa y estrat é gica de asuntos de gobierno a nivel regional/pa í s.

### About the Role

#### Key responsibilities:

- Provide support to Public Affairs and Policy and Corporate Managers, as well as senior country management, to effectively build and manage Novartis' external reputation, to participate in and lead policy-relevant debates.

- Contribute to the creation, review and publication of policy documents, promotional materials, training materials.
- Advise and prepare briefs for senior management.
- Develop evidence and policy endorsements (reports, audits, surveys) that support priority brands/issues.
- Collaborate with business positions to provide key support in tasks related to the market (e.g., stakeholder management).
- Work with external partners such as think tanks, industry groups and other external parties.
- Team member in specific projects, direct projects. more boys.
- Monitor and provide updates to the company on external policies and political developments (federal and state).
- Ensure the perfect exchange of information with corporate officials and global public affairs.
- Develop strong relationships by working together.
- Design and maintain platforms, tools and foundations that support PA in general.
- Notification of technical complaints/adverse events/special case scenarios related to Novartis products within 24 hours of receipt
- Distribution of marketing samples (where applicable)

### Key Performance Indicators

- Level of support to influence the policy agenda in the assigned area - alignment with NVS policy
- Quality of the documents prepared (presentations, etc.)
- Seamless operation of key processes
- High quality delivery of expected project results
- Quality and knowledge of the support provided
- Recognition of effective collaboration
- Evidence of high technical agility

### Requirements:

- Bachelor ' s degree
- 5+ years of experience in public policy
- Management and execution of operations
- Project management
- International collaboration
- English proficiency

### Skills

### Business Networking

Media

Corporate Communication

Curiosity

Marketing

Media campaigns

Media relations

Access to Microsoft

Press releases

Prioritization

Public Affairs

Social Networks

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>

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. Combining to achieve breakthroughs that change patients ' lives. Ready to create a brighter future together? <https://www.novartis.com/about/strategy/people-and-culture>

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up:  
<https://talentnetwork.novartis.com/network>

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>

部门  
International

Business Unit  
Innovative Medicines

地点  
Mexico

站点  
INSURGENTES

Company / Legal Entity  
MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.

Functional Area  
Communications & Public Affairs

Job Type  
Full time

Employment Type  
Regular

Shift Work  
No

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## Ajustes de accesibilidad

Novartis tiene el compromiso de trabajar y proporcionar adaptaciones razonables para personas con discapacidad. Si, debido a una condición médica o discapacidad, necesita una adaptación razonable para cualquier parte del proceso de contratación, o para desempeñar las funciones esenciales de un

puesto, envíe un correo electrónico a [tas.mexico@novartis.com](mailto:tas.mexico@novartis.com) y permítanos conocer la naturaleza de su solicitud y su información de contacto. Incluya el número de posición en su mensaje.



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