

Job Description

Department	Program Management
Position	Deputy General Manager, Global Program Management
Reports to	Director/Sr. Director, Global Program Management

Summary of Job

The CMC Project Manager will be a member of the core program management team representing CMC program delivery and will partner with the scientific/operational leaders in the development and implementation of CMC project deliverables to client satisfaction. This role will report to Director/Sr. Director, Global Program Management.

Key Responsibilities

- Responsible for managing assigned key collaborations and deliver projects/programs that meet organizational OTIF targets.
- Develop program assessment tools for evaluation and improvement.
- Works with the BD/pre-sales team to complete proposal efforts including project scoping.
- Oversee multiple project teams, ensuring program goals are reached.
- Supervise and mentor a team of talented program managers in establishing clear scope of work and drive team towards the delivery of project milestones-on time, on budget, and within scope through utilization of various project management tools- PM Bok, Agile and Prince 2.
- Monitor assigned CMC programs, communicate to stake holders on project delivery, revenue realization, identify project risks and work towards timely resolutions.
- Work with clients to communicate the program status, resolve any concerns from clients on program delivery, establish strong 3 tier governance structure.
- Develops lasting relationships with client personnel that foster client ties.
- Analyzes project profitability, revenue, and margins.

Supervisor role

Lead CMC teams to:

- Identify CMC project/program objectives from cross-functional teams and external clients.
- Build fully integrated project schedules capturing all activities and resources needed to deliver the against corporate goals.
- Monitor project progress and identify risks and opportunities to timeline, budget or scope.

- Ensure adequate plans are in place to mitigate risks and enable opportunities.
- Effectively communicate progress at all levels and escalate critical issues appropriately.
- Facilitate and incorporate lessons learned, project closure etc.
- Work closely with production planning and inventory teams for effective RM/SFG stock utilization.
- Coordinate and lead internal and CMC client meetings, governance models and document, communicate key takeaways to relevant constituents.
- Ensures all internal and external kick off meetings are timely/effectively conducted.
- Maintains a repository of project data base and shares access to stake holders as required.
- Recruit high calibre program managers as required.
- Continually seeks opportunities to increase customer satisfaction and deepen client relationships.
- Consistently acknowledges and appreciates each team member's contributions.
- Effectively utilizes each team member to his/her fullest potential.
- Motivates team to work together in the most efficient manner.

Qualification

Masters or Ph.d in pharmaceutical sciences (Chemistry, Chemical Engineering, Analytical Chemistry or related discipline). PMP or equivalent certification or MBA desirable.

Experience

- A minimum of 10-12 years of relevant Project Management experience.
- A minimum of 1-2 years of experience within a CMC Function or group with hands on experience in late phase drug substance development or 3 years of specific CMC project management experience with a complex manufacturing development processes.
- Proven project management skills.
- Superior written and verbal communication skills.
- Strong organizational skills and attention to detail.
- Strong knowledge of team dynamics, structure, roles and responsibilities.
- Excellent ability to embrace ambiguity and complexity and demonstrate problem- solving leadership with limited oversight; ability to translate complex concepts into actionable, measurable tasks
- Ability to respond quickly and effectively to changing environments.
- Demonstrated ability to influence outcomes and key project decisions without authority.
- Ability to work both independently and in a team focused environment.
- Understands revenue models, P/L, and cost-to-completion projections and makes decisions accordingly.
- Understands general pricing models in CDMO and billing procedures.
- Some domestic and international travel required (around 10 days in a year).