



Roche fosters diversity, equity and inclusion, representing the communities we serve. When dealing with healthcare on a global scale, diversity is an essential ingredient to success. We believe that inclusion is key to understanding people's varied healthcare needs. Together, we embrace individuality and share a passion for exceptional care. Join Roche, where every voice matters.

## The Position

# ***Project Portfolio Manager***

## ***Mission***

***Roche Services Solutions (RSS)*** aims at "transforming the way Roche operates." As a global organization of more than 3,000 employees, we enable Roche to operate in a competitive and ever-changing business environment. We provide our partners with end-to-end business services and solutions, enabling them to focus on patient-centric activities. Embracing a OneRoche mindset, we leverage our global network located in Budapest, San José (Costa Rica), Kuala Lumpur and our other sites to remain customer-centric 24/7 and co-create solutions together.

**As RSS Project Portfolio Manager you will ensure that the strategic value of project portfolio management is visible and understood in all areas of RSS. To do so, you will work in close collaboration with the RSS Leadership Team, RSS Strategy, Business Unit Leads, Global Product Owners and the other portfolio managers. In an agile organizational set-up without extensive hierarchical structure, where all our employees lead from every seat, inspirational leadership, service oriented behavior and entrepreneurial customer centric mindset are your core values.**

## ***What you'll be working on***

- Act as a Portfolio Manager for several assigned areas of responsibility, more precisely for the business lines Demand-to-Pay, Record-to-Report and end-to-end Business Process Management
- Represent the areas of responsibility in the RSS Portfolio Management Chapter
- Ensure that the project portfolio of your business units is connected to the strategy of RSS and matches the operational needs of the collaborating RSS units
- Ensure that project costs and benefits are calculated, enabling value-based decision making
- Drive a common understanding of the RSS Portfolio and 'connect the dots' with other Portfolio Managers within RSS
- Oversee the resource allocation to projects and squads in collaboration with the business units management so constraints can be elevated to RSS Portfolio Management level
- Manage the prioritization process (support decision making) of the RSS portfolio focusing on drivers / criteria such as value, strategic directions and capacity planning
- Lead regular demand / portfolio review and support quarterly business review meetings within your business unit(s)
- Act as point of contact for the assigned portfolio regarding interdependencies, risk management, capacity and resource allocation; 'build bridges' between the regions/across the different RSS business units and enable knowledge sharing and timely information exchange
- Provide portfolio management trainings and tool / process support for areas and teams within own responsibility in case there is a need
- Support creation of transparency of operational and 'day-to-day' task portfolio management activities to drive one RSS portfolio

## ***Who you are:***

You're someone who wants to influence your own development. You're looking for a company where you have the opportunity to pursue your interests across functions and geographies. Where a job title is not considered the final definition of who you are, but the starting point.

- University degree and 5+ years of relevant experience in Project or Portfolio management, as well as in the above mentioned areas of responsibility
- Understanding of portfolio methodologies and tools
- Excellent communication skills, with demonstrated proficiency in networking, influencing, negotiating, and effective global collaboration
- Strategic and holistic mindset with the ability to manage complex topics in agile / matrix organizations

- Display of a growth mindset as well as entrepreneurial spirit
- Track record of delivering against ambitious targets and performance metrics

***In exchange we provide you with:***

- **Development opportunities:** Roche is rich in learning resources. We provide constant development opportunities, free language courses & trainings, the possibility of international assignments, internal position changes and the chance to shape your own career.
- **Excellent benefits & flexibility:** competitive salary and cafeteria package, annual bonus, Private Medical Services, Employee Assistance Program, All You Can Move Sportpass, coaching / mentoring opportunity, buddy program, team buildings, holiday party. We also ensure flexibility, to help you find your balance: home office is a common practice, and its conditions can be tailored for employees according to needs. We create the opportunity for freedom in working, where your corporate and private life coexist in harmony.
- **A global diverse community,** where we learn from each other. At Roche, we cooperate, debate, make decisions, celebrate successes and have fun as a team. Our leadership is very focused on people, creating a strong, inclusive culture, so you always have the chance to share your opinion.

***Please read the Data Privacy Notice for further information about how we handle your personal data related to the recruitment process:***

***<https://go.roche.com/budapest-data-privacy-notice-candidate>***

## **Who we are**

At Roche, more than 100,000 people across 100 countries are pushing back the frontiers of healthcare. Working together, we've become one of the world's leading research-focused healthcare groups. Our success is built on innovation, curiosity and diversity.

The Roche Services & Solutions as well as People Support Solutions organisations located in Budapest provide end-to-end business solutions for Finance, Procurement, IT, Communications, People & Culture (Human Resources) and beyond to our Roche colleagues across the EMEA region. Today Roche employs altogether around 2000 employees in Hungary.