

# TPRM Specialist

Job ID  
REQ-10015121  
Juli 30, 2024  
Indien

## Summary

The External Party Risk Management (EPRM) framework is being introduced to ensure that Novartis is conducting business with third parties who align to Novartis' ethical standards. This is achieved by a robust, proportionate and proactive process to qualify and manage third parties, by which Novartis protects their business and their patients.

The EPRM Risk Specialist facilitates the end-to-end process including escalations, and provides administrative support to the overall EPRM Operating Model. The EPRM Risk Specialist will manage supplier qualification operations and help perform risk assessment procedures to assess and mitigate risk when engaging external Parties

## About the Role

TPRM Specialist

Location – Hyderabad #LI Hybrid

About the Role:

The Third-Party Risk Management (TPRM) framework is being introduced to ensure that Novartis is conducting business with third parties who align to Novartis' ethical standards. Achieved by a robust, proportionate, and proactive process to qualify and manage third parties, by which Novartis protects their business and their patients.

Your responsibilities include, but not limited to:

- TPRM Risk Analyst facilitates the end-to-end process including critical issues and provides administrative support to the overall TPRM Operating Model.
- The TPRM Risk Analyst will manage supplier qualification operations and help perform risk assessment procedures to assess and mitigate risk when engaging Third Parties
- Facilitate Novartis ongoing compliance with Third-Party Management requirements outlined in Novartis policies and standards and Complete common, standardized third-party risk management processes managed centrally by the TPRM.
- Gathering of documentation and third-party artifacts, Researching third-party information and inputting data into relevant repositories like TPRM database. Sending third party questionnaire (TPQ) to vendors, liaising with the third party to complete it, and analyzing.
- Process returned questionnaires and get along with supplier in case of questions or issues,
- Validate the completeness of questionnaire responses and whether any required additional

documentation has been submitted by the Third Party. Validate the questionnaire responses against the submitted additional documentation.

What you'll bring to the role:

- Analyze and perform first pass review of questionnaires and additional documents, in particular for automatic no-go criteria and risk indicators, Coordinating with Risk experts to record documents, and manage risk assessment timelines. Support definition and track provide remediation actions & Complete vendor screening and summarize the output for the risk team.
- Support management reporting activities as required. Participate in training sessions in collaboration with country partners & Participate in country conference calls
- Risk reviews where required. Coordinate and process TPRM assessments, along with on-boarding workflows for Third Parties requiring assessment.
- Identify automation opportunities and promote a continuous improvements' culture & Become domain expert for the process and guide peers and juniors towards process excellence.

Desirable:

- University/Advanced degree with strong preference in Business, Lifesciences or Pharmaceutical sciences or Scientific field is required with proficient written and spoken English skills with other foreign language is good to have
- 2-5 years of direct, relevant experience in third-party risk management or operational risk management is preferred. Proficiency in the use of Microsoft Office 365, Excel, SharePoint, other workflow tools.

Why Novartis:

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