

# **Senior Specialist - Audit Mgmnt Office**

Job ID REQ-10003387 May 14, 2024 India

## **Summary**

Location: Hyderabad

As an important resource in Audit Management Office (AMO), this role will ensure that various audits faced by APD/DDIT are managed well and maintain compliance with Novartis compliance requirements. The Audit Management support typically takes care of management of SOX, GxP and any other audits that APD group has to undergo.

#### **About the Role**

## Your responsibilities include but are not limited to

- Perform all Audit Coordination activities in APD Audit Management Office. Coordinate with SOX application teams & KPMG for SOX Audit Evidences
- Coordinate with SOX application teams & Deloitte for SOX Audit Evidences. Coordinate with Application teams and SOX team for Step-Out Documentation
- Drive with SOX application teams for AM08, AM09 (UAR & Impact Analysis) and CM03c
- Coordinate with SOX application teams for IT Recertification Requests. Coordinate with SOX application teams APS certification campaigns
- Collaborate globally to ensure business creates audit support tickets and understands the process.
- Conduct pre-audit meetings to clarify IT scope, align on pre-requests, and establish timelines. Identify and notify relevant DD & IT SMEs, such as AM, SOE, QA, ISC, SOP Process Owners etc., about the upcoming Audits.
- Guide and clarify queries for IT SMEs regarding the audit process, requests etc.Coach SMEs and provide regular inspection etiquette trainings.
- Set up SharePoint /Teams channel for smooth communication and sharing of audit requests.Proactively track audit requests across time zones, contacting SMEs or backups for timely responses.
- Escalate compliance deviations or major quality issues to management, as required. Participate in closing meetings, address observations, and implement CAPAs by respective SMEs.

#### **Minimum Requirements**

- Bachelor's degree in business/technical domains
- Certifications / trainings in Audit and Compliance
- 8 to 10 years of relevant professional IT Audit experience in the related functional area
- Proven experience in Coordinating various audits like ISO 9001, ISO 27001, GxP, HIPAA, SOX
- Knowledge of IT audits by Bib4 agencies

Knowledge of GxP and SOX in pharma industry is preferable

Why consider Novartis?

Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here:

https://www.novartis.com/about/strategy/people-and-culture

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.

Join our Novartis Network: If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here: https://talentnetwork.novartis.com/network

**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? <a href="https://www.novartis.com/about/strategy/people-and-culture">https://www.novartis.com/about/strategy/people-and-culture</a>

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Division

**Operations** 

**Business Unit** 

CTS

Location

India

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Job Type

Full time

**Employment Type** 

Regular

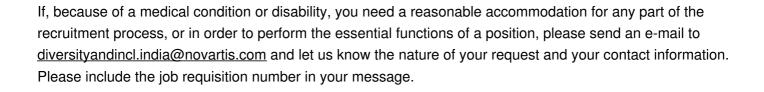
Shift Work

No

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# Accessibility and accommodation

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