

# Third Party Risk Management Specialist

Job ID

REQ-10015125

Jul 30, 2024

Czech Republic

## About the Role

- Facilitate Novartis ongoing compliance with External-Party Management requirements outlined in Novartis policies and standards
- Execute common, standardized third-party risk management processes managed centrally by the EPRM including:
  - 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 it
  - Process returned questionnaires and interact 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
  - Analyse 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
  - Execute vendor screening and summarize the output for the risk team
- Support management reporting activities as required
- Participate in training sessions in collaboration with country stakeholders
- Participate in country conference calls and 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 Subject Matter expert for the process and guide peers and juniors towards process excellence

Key performance indicators/Measures of success

Time Management:

- Duration of the Remediation Process is in line with the timeframes defined in the Service SLAs
- Duration of the Operational Escalation Process is in line with the Service SLAs
- Duration of closing CAPAs/improvement plans in line within agreed timeframes

Process Performance:

- Increase number of Third Parties assessed as compared to targets (e.g. how many assessed within a

defined timeframe)

- Clear reporting is available to understand the metrics governing EPRM Framework performance
- Decrease in the number of overdue CAPAs

Minimum Requirements:

- Ideally up to 5 years' experience in risk management
- Must have German speaking & writing ability
- Stakeholder management experience
- Good willingness to learn
- Good communication skills

Benefits and rewards:

Monthly pension contribution matching your individual contribution up to 3% of your gross monthly base salary; Risk Life Insurance (full cost covered by Novartis); 5-week holiday per year; (1 week above the Labour Law requirement) ; 4 paid sick days within one calendar year in case of absence due to sickness without a medical sickness report; Cafeteria employee benefit program – choice of benefits from Benefit Plus Cafeteria in the amount of 12,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); MultiSport Card. Find out more about Novartis Business Services: <https://www.novartis.cz/>

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>

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## Role Requirements

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**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>

Division

Operations

Business Unit

CTS  
Location  
Czech Republic  
Site  
Prague  
Company / Legal Entity  
CZ02 (FCRS = CZ002) Novartis s.r.o  
Functional Area  
Procurement  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No  
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