

# Third Party Risk Management Specialist

Job ID  
REQ-10015125  
Jul 30, 2024  
Czech Republic

## Summary

The job profile is for German language specialist ONLY.

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

- 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.

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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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Novartis is committed to working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to receive more detailed information about the essential functions of a position, please send an e-mail to [di.cz@novartis.com](mailto:di.cz@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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