

# Senior DDIT ISC Governance Specialist

Job ID  
REQ-10033021  
Mar 10, 2025  
India

## Summary

We are currently seeking a highly motivated and talented individual to join our team as the DDIT ISC Governance SOX IT Methodology Senior Specialist. The Associate Director will be responsible for the enhancement of the SOX IT approach and methodology, assisting in the delivery of the SOX IT Program, and ensuring the timely completion of SOX IT management testing. The individual will also play a crucial role in monitoring and tracking SOX IT deficiencies, enhancing the alignment of SOX relevant systems with Finance and IT teams, and supporting the development and delivery of SOX IT upskilling trainings

## About the Role

### MAJOR ACCOUNTABILITIES

In addition to accountabilities listed above in Job Purpose:

- Support the enhancement of the SOX IT approach and methodology by assisting in the development of Templates, Standard Operating Procedures (SOP), Work Instructions (WI), Knowledge Articles, and Governance processes.
- Assist in the delivery of the SOX IT Program by participating in enhancement initiatives, coordinating timelines for audits conducted by External Auditors and Management Testing team, and ensuring the quality and accuracy of audit outcome and workpapers.
- Support the monitoring and tracking of SOX IT deficiencies by maintaining an updated Deficiencies tracker, remediation actions, and impact assessments.
- Assist in identifying and aligning SOX relevant systems, including reports, interfaces, automated controls, and relevant information, with Finance and IT teams, and facilitating effective communication.
- Contribute to the development and updating of SOX IT upskilling trainings, and support the delivery of mandatory trainings to ensure the team remains up to date with the latest SOX IT requirements and best practices.
- Assist in monitoring and reporting on SOX IT compliance by actively engaging with stakeholders, supporting the preparation of management reports.
- Contribute to the improvement of control compliance in the ServiceNow (SNOW) system for SOX by supporting the integration of SOX assessment and step outs into SNOW.
- Support the SOX IT relevant major programs by ensuring SOX IT compliance and assisting in minimizing surprises during scope and SOX audits.

## **KEY PERFORMANCE INDICATORS / MEASURES OF SUCCESS**

1. Quality and accuracy of IT general controls framework documentation.
2. Timely completion of IT-related SOX audits, including the delivery of clear and actionable control testing results and recommendations.
3. Adherence to regulatory requirements and industry best practices in the design and implementation of IT general controls.
4. Effective collaboration with cross-functional teams and external auditors.

## **CORE COMPETENCIES**

1. Applied Business Insights.
2. Stakeholder Engagement.
3. Organizational Savvy.

## **EDUCATION / EXPERIENCE**

### **EDUCATION:**

- Bachelor's degree in Computer Science, Information Systems, Accounting, or a related field. Advanced degree preferred.
- Professional certifications such as Certified Information Systems Auditor (CISA), Certified Information Security Manager (CISM), or similar credentials preferred.

### **EXPERIENCE:**

- Minimum of 5 years of experience in IT audit, IT risk management, IT compliance, or a similar role.
- Strong understanding of SOX compliance requirements, internal control frameworks (e.g., COSO), and IT auditing standards (e.g., COBIT).
- Knowledge of IT systems and processes, including system development life cycle (SDLC), IT infrastructure, and cybersecurity.
- Experience supporting IT-related SOX audits, including scoping, testing, and reporting.

### **Skills:**

- Information Security Compliance and Risk Management
- IT Governance
- Cyber security
- Influencing skills
- Stakeholder management
- Business Partnering
- Communication skills

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Division

Operations

Business Unit

Universal Hierarchy Node

Location

India

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Alternative Location 1

Prague, Czech Republic

Functional Area

Technology Transformation

Job Type

Full time

Employment Type

Regular

Shift Work

No

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