

# Country DPDAI Manager - South Korea

Job ID  
REQ-10043196  
Mar 06, 2025  
South Korea

## Summary

- Ensures that the global DPDAI program is effectively implemented in country and coordinates advice and guidance on DPDAI topics to the Novartis business in the functions under his/her responsibility.

#LI-Hybrid

## About the Role

### Responsibilities:

- Distribute and implement relevant Data Privacy and AI Policies, Standard Operating Procedures (SOPs), and Guidelines, supporting on ePA requests, POP DP reviews, AI assessments under the guidance of the DPDAI Head South Korea.
- Implement DPDAI processes, templates and documents, providing translation support, when necessary.
- Act as a point of contact for the business, providing guidance and support in Data Privacy and AI matters. Escalating to DPDAI Head South Korea for Data Privacy and AI matters where necessary.
- Implementation of Data Privacy and AI controls , risk assessment recommendations, and compliance with applicable policies, laws, and regulations under the guidance of the DPDAI Head South Korea.
- Communicate with data subjects (internal and external) and provide translation support, when necessary. Educate associates about Data Privacy and AI principles and best practices through coordination; delivery of ongoing DPDAI training and awareness sessions.
- Work with DPDAI Head South Korea to develop a local country communication plan focusing on applicable local communications to increase awareness of Data Privacy and AI.
- Review and prepare consent forms, contract agreements, privacy notices in local language under the guidance of DPDAI Head South Korea.
- Prepare and disclose reports on handling of personal data to the DPDAI Head South Korea.
- Attend periodic meetings to share ideas, understand needs, and provide local suggestions on Data Privacy and AI topics.
- Maintain and improve local country DP Sharepoint site.
- Support and act on insights from data monitoring activities in the country.

- Knowledge of PIPA and AI regulations with applicability of data privacy and AI principles, understanding of Information Security Policy and Framework.
- Excellent communication skills with the ability to translate documentation (Korean / English) and facilitate communication between different parties.
- Awareness of business processes in Novartis Korea.
- Ability to collaborate and work effectively within a team environment.
- Strong organizational skills with attention to detail.
- Proactive and self-motivated with the ability to work independently.
- Proficient in Microsoft Office Suite.

### **Desirable requirements**

- Education: Law degree, or education in Privacy
- Languages: Korean, English
- At least +6 years of professional experience in an international company. Experience in the pharmaceutical/healthcare sector is a plus.
- Knowledge of global data privacy regimes and familiarity with data privacy compliance programs and frameworks

**You'll receive:** You can find everything you need to know about our benefits and rewards in the Novartis Life Handbook. <https://www.novartis.com/careers/benefits-rewards>

### **Commitment to Diversity and Inclusion:**

Novartis is an Equal Opportunity Employer and take pride in maintaining a diverse environment. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, gender, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status. We are committed to building diverse teams, representative of the patients and communities we serve, and we strive to create an inclusive workplace that cultivates bold innovation through collaboration and empowers our people to unleash their full potential.

**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>

**Join our Novartis Network:** Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: <https://talentnetwork.novartis.com/network>

**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>

Business Unit  
Innovative Medicines  
Location  
South Korea  
Site  
Seoul  
Company / Legal Entity  
KR01 (FCRS = KR001) Novartis Korea Limited  
Functional Area  
Legal & Intellectual Property & Compl.  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No  
[Apply to Job](#)

Novartis are Equal Opportunity Employers and take pride in maintaining a diverse environment. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, gender, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status. We are committed to building diverse teams, representative of the patients and communities we serve, and we strive to create an inclusive workplace that cultivates bold innovation through collaboration and empowers our people to unleash their full potential.

Job ID  
REQ-10043196

## Country DPDAI Manager - South Korea

[Apply to Job](#)

---

**Source URL:** <https://prod1.adacap.com/careers/career-search/job/details/req-10043196-country-dpdai-manager-south-korea>

### List of links present in page

1. <https://www.novartis.com/careers/benefits-rewards>
2. <https://www.novartis.com/about/strategy/people-and-culture>
3. <https://talentnetwork.novartis.com/network>
4. <https://www.novartis.com/careers/benefits-rewards>
5. [https://novartis.wd3.myworkdayjobs.com/en-US/Novartis\\_Careers/job/Seoul/Country-DPDAI-Manager---South-Korea\\_REQ-10043196](https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Seoul/Country-DPDAI-Manager---South-Korea_REQ-10043196)

6. [https://novartis.wd3.myworkdayjobs.com/en-US/Novartis\\_Careers/job/Seoul/Country-DPDAI-Manager---South-Korea\\_REQ-10043196](https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Seoul/Country-DPDAI-Manager---South-Korea_REQ-10043196)