

Associate Director, External Partner Anti-Bribery and Labor Right Audit

Job ID

REQ-10037651

fév 20, 2025

République de Slovénie

Résumé

Lead and coordinate the execution and remediation of External Partner Anti Bribery and Labor Right Audits (AB / LR) working with business owners, Ethics, Risk and Compliance (ERC, local and global), risk areas and external audit firms to assess external partner compliance with contractual obligations related to compliance with Novartis expectations regarding anti-bribery, related commercialization practices and labor rights.

Follow-up and advise business on remediation of actions identified and provide assurance over the implementation of agreed remediation by verifying evidence.

About the Role

Key Responsibilities:

- Plan, prepare and coordinate External Partner AB/LR audits with local unit, business owner, risk area experts and external audit provider
- Work in close collaboration with internal stakeholders including EPRM, Corporate ERC Anti-bribery and Human Rights risk area owners and risk experts, Internal Audit, finance and other stakeholders to ensure thorough understanding and coverage of related business and compliance issues related to third party
- Provide close oversight and project management of external audit firm's conduct of audit to ensure early identification and escalation of issues, smooth conclusion of audit and execution of agreed scope
- Review audit report and coordinate conclusion of audit with external audit firm and relevant stakeholders, ensuring high quality outcomes that address root causes and support meaningful remediation actions and adherence to agreed methodology and principles
- Coordinate and support/advise business owners on remediation of actions identified by external audit firm.
- Verify evidence of implementation of remediation and update SNOW, as well as prepare high quality anti-bribery remediation reports documenting the implementation of remediation action plans and ensure closure of remediation within systems as applicable
- Assume responsibility for assigned projects designed to build and improve compliance monitoring & remediation, processes and tools
- Contribute to the ongoing reporting, KPI tracking and governance requirements as applicable
- Contribute to development, continuous improvement and maintenance of External Partner AB/LR audit methodology and framework and tools
- Apply continuous learning, personal growth and self-improvement, and have expert knowledge regarding applicable compliance policies, as well as contribute to the development and awareness campaigns of

business owners and wider stakeholders

Essential Requirements:

- Substantial years of experience in Pharmaceutical and/or Medical Device company in Compliance, Audit, Monitoring, Third Party Risk Management or function related to Risk Identification or Third Party Management, as well as experience in a highly regulated industry with a dynamic regulatory framework
- Comprehensive understanding of compliance programs related to anti-bribery, anti-corruption or labor rights, third party models and applicable policies/guidelines, accompanied with detailed knowledge of Pharma professional practices and industry regulations and codes
- Proven ability to lead complex projects and collaborate within and across cross-functional teams and business units, in a matrix environment
- Extensive project management skills
- Focused on achieving results and solving problems
- Strong collaboration, networking, and relationship/stakeholder management skills

Why 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>

You'll receive:

Competitive salary, Annual bonus, Flexible working schedule, tailored to your needs, possibility to work from home, Pension scheme, Employee Recognition Scheme, Expanded program for the promotion of health in the field of physical, mental and social well-being, Unlimited learning and development opportunities.

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?

<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>

Division

Ethics Risk & Compliance

Business Unit

Sandoz
Emplacement
République de Slovénie
Site
Ljubljana
Company / Legal Entity
SI19 (FCRS = SI019) Novartis farmacevtska proizvodnja d.o.o.
Alternative Location 1
Hyderabad (Office), Inde
Alternative Location 2
Prague, République tchèque
Alternative Location 3
Selangor, Malaisie
Functional Area
Légal et Propriété intellectuelle
Job Type
Full time
Employment Type
Regular
Shift Work
No
[Apply to Job](#)

Accessibility and accommodation

Novartis is committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to diversity.inclusion_slo@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

Job ID
REQ-10037651

Associate Director, External Partner Anti-Bribery and Labor Right Audit

[Apply to Job](#)

Source URL: <https://prod1.adacap.com/careers/career-search/job/details/req-10037651-associate-director->

List of links present in page

1. <https://www.novartis.com/about/strategy/people-and-culture>
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/Ljubljana/Associate-Director--External-Partner-Anti-Bribery-and-Labor-Right-Audit_REQ-10037651-1
6. mailto:diversity.inclusion_slo@novartis.com
7. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Ljubljana/Associate-Director--External-Partner-Anti-Bribery-and-Labor-Right-Audit_REQ-10037651-1