

Senior Specialist, IT Information Security Compliance

Job ID
REQ-10037954
Mar 06, 2025
Japan

Summary

Assist in activities to implement and monitor enterprise information security risk and control processes to protect patients and company information both internally and at third parties.
This role is under the APMA region. We contribute to ensuring ISC matters are handled in the region and countries under APMA – cyber security, assessments, regulatory compliance, information security awareness, information security champions community, records management.

APMA

APMA

ISC

About the Role

Major accountabilities:

- Collaborate with business to understand threats and ensure Novartis most critical business processes and data is protected.
- Ensure implementation of the information management framework to safeguard the integrity, confidentiality and availability of information owned, controlled or processed by Novartis.
- Deliver effective security training and awareness programs and coordinate delivery across functions and countries. Maintain the information security champions communities.
- Support software asset and records management governance and deliver services to support business operations as well as for mergers, acquisitions and divestitures.
- Assess security risks around third parties and deliver services to reduce exposure
- Perform assessments and verification of achieved quality levels and risks in respect to external legislative and regulatory requirements, as well as internal policies
- Establish close collaboration with stakeholders to facilitate alignment with policies, risks as well as internal and external audits.
- Monitor adherence of the defined governance principles to ensure expected value is delivered -Take responsibility to ensure adherence with Security and Compliance policies and procedures within Information Management Policy scope.
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Requirements:

- Degree or master's level qualification in a related discipline
- Professional certification such as CISA, CISSP, CRISC, CISM
- Japanese and Business level proficiency in English
- Multi-language communication skills. Ability to engage audiences of different sizes and across different levels of the organization
- Experience as an IT auditor / consultant, creative skills using a variety of media and making local security awareness campaigns attractive e.g. video, posters would be advantageous.
- Additional Asian languages are a plus
- Knowledge of Pharmaceutical industry (GMP, GxP) is preferable
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- CISA CISSP CRISC CISM
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- IT
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- GMP GxP

Benefits and Rewards:

- You can find everything you need to know about our benefits and rewards in the Novartis Life Handbook. [novartis-life-handbook.pdf](#)

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.

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 midcareer-r.japan@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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>

Operations
Business Unit
CTS
Location
Japan
Site
Toranomom (NPKK Head Office)
Company / Legal Entity
JP05 (FCRS = JP005) Novartis Pharma K.K.
Functional Area
Technology Transformation
Job Type
Full time
Employment Type
Regular
Shift Work
No
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