

Associate Director Compliance Review and Remediation

Job ID

REQ-10011329

Jun 19, 2024

Malaysia

Summary

Responsible to lead and conduct compliance reviews, advise business & ERC in ensuring effective management of ethics & compliance risk and adherence to policies and regulations. Act as enabler for sustainable business conduct to build society trust.

Follow-up and advice business on remediation of actions derived from compliance reviews, with a focus on high risk / global remediation actions, and with that provide assurance that observed issues have been effectively remediated.

About the Role

Major accountabilities:

- Plan, prepare and lead compliance reviews at Novartis to assess implementation and effectiveness of the compliance programs and relevant controls. Leverage data and digital technologies to help streamline activities. Use data mining to identify areas for improvement.
- Apply strong project management to ensure a smooth visit and meet all operational KPIs.
- Identify potential root causes of control issues. Analyze and discuss possible solutions and measurements for improvement and coach local stakeholders how to implement proposed mitigation actions.
- Write high-quality reports and define meaningful mitigation/remediation actions, following latest agreed methodology, while engaging stakeholders.
- Report outcomes and share lessons learned with local, regional and global compliance officers and other stakeholders on a regular basis.
- Assume responsibility for assigned projects designed to build and improve compliance monitoring & remediation organization, processes and tools.
- Work in close collaboration & alignment with ERC, Internal Audit, Finance and other stakeholders to achieve monitoring & remediation goals.
- Validate compliance review & remediation methodology and provide ideas for continuous improvement.
- Apply continuous learning, personal growth and self-improvement, and have expert knowledge regarding applicable compliance policies.
- Coach guest monitors as appropriate and help build the talent pool for compliance reviews

Minimum Requirements:

- University degree in one of the disciplines or with relevant qualifications i.e., Finance, legal, compliance, commercial, scientific background

- At least 8 years of related experience including 4-6 years at senior level in Pharmaceutical and/or Medical Device company in Compliance, Audit, Monitoring, or function related to Risk Identification. Must have several years of experience in various functions within Novartis.
- Comprehensive understanding of compliance programs and applicable policies/guidelines
- Proven ability to lead complex projects and collaborate within and across cross-functional teams and business units, in a matrix environment, including reporting to senior management.
- Proficiency in English & Chinese (written and spoken) as the language skillset is required to support the respective market.
- Strong self-awareness and situational leadership skills to achieve balance of providing support and achieving assurance simultaneously.

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: 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>

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

Corporate

Location

Malaysia

Site

Selangor

Company / Legal Entity

MY01 (FCRS = MY001) Novartis Corporation (Malaysia) Sdn. Bhd. (19710100054)

Functional Area

Legal & Intellectual Property & Compl.

Job Type

Full time

Employment Type

Regular

Shift Work

No

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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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