

# Senior Specialist - Audit Mgmnt Office

Job ID  
REQ-10003387  
May 14, 2024  
India

## Summary

Location: Hyderabad As an important resource in Audit Management Office (AMO), this role will ensure that various audits faced by APD/DDIT are managed well and maintain compliance with Novartis compliance requirements. The Audit Management support typically takes care of management of SOX, GxP and any other audits that APD group has to undergo.

## About the Role

### Your responsibilities include but are not limited to

- Perform all Audit Coordination activities in APD Audit Management Office. Coordinate with SOX application teams & KPMG for SOX Audit Evidences
- Coordinate with SOX application teams & Deloitte for SOX Audit Evidences. Coordinate with Application teams and SOX team for Step-Out Documentation
- Drive with SOX application teams for AM08, AM09 (UAR & Impact Analysis) and CM03c
- Coordinate with SOX application teams for IT Recertification Requests. Coordinate with SOX application teams APS certification campaigns
- Collaborate globally to ensure business creates audit support tickets and understands the process.
- Conduct pre-audit meetings to clarify IT scope, align on pre-requests, and establish timelines. Identify and notify relevant DD & IT SMEs, such as AM, SOE, QA, ISC, SOP Process Owners etc., about the upcoming Audits.
- Guide and clarify queries for IT SMEs regarding the audit process, requests etc. Coach SMEs and provide regular inspection etiquette trainings.
- Set up SharePoint /Teams channel for smooth communication and sharing of audit requests. Proactively track audit requests across time zones, contacting SMEs or backups for timely responses.
- Escalate compliance deviations or major quality issues to management, as required. Participate in closing meetings, address observations, and implement CAPAs by respective SMEs.

## Minimum Requirements

- Bachelor's degree in business/technical domains
- Certifications / trainings in Audit and Compliance
- 8 to 10 years of relevant professional IT Audit experience in the related functional area
- Proven experience in Coordinating various audits like ISO 9001, ISO 27001, GxP, HIPAA, SOX
- Knowledge of IT audits by Bib4 agencies
- Knowledge of GxP and SOX in pharma industry is preferable

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Division

Operations

Business Unit

CTS

Location

India

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Job Type

Full time

Employment Type

Regular

Shift Work

No

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