

Senior DDIT ISC Governance Specialist

Job ID
REQ-10033021
Mar 10, 2025
India

Summary

We are currently seeking a highly motivated and talented individual to join our team as the DDIT ISC Governance SOX IT Methodology Senior Specialist. The Associate Director will be responsible for the enhancement of the SOX IT approach and methodology, assisting in the delivery of the SOX IT Program, and ensuring the timely completion of SOX IT management testing. The individual will also play a crucial role in monitoring and tracking SOX IT deficiencies, enhancing the alignment of SOX relevant systems with Finance and IT teams, and supporting the development and delivery of SOX IT upskilling trainings

About the Role

MAJOR ACCOUNTABILITIES

In addition to accountabilities listed above in Job Purpose:

- Support the enhancement of the SOX IT approach and methodology by assisting in the development of Templates, Standard Operating Procedures (SOP), Work Instructions (WI), Knowledge Articles, and Governance processes.
- Assist in the delivery of the SOX IT Program by participating in enhancement initiatives, coordinating timelines for audits conducted by External Auditors and Management Testing team, and ensuring the quality and accuracy of audit outcome and workpapers.
- Support the monitoring and tracking of SOX IT deficiencies by maintaining an updated Deficiencies tracker, remediation actions, and impact assessments.
- Assist in identifying and aligning SOX relevant systems, including reports, interfaces, automated controls, and relevant information, with Finance and IT teams, and facilitating effective communication.
- Contribute to the development and updating of SOX IT upskilling trainings, and support the delivery of mandatory trainings to ensure the team remains up to date with the latest SOX IT requirements and best practices.
- Assist in monitoring and reporting on SOX IT compliance by actively engaging with stakeholders, supporting the preparation of management reports.
- Contribute to the improvement of control compliance in the ServiceNow (SNOW) system for SOX by supporting the integration of SOX assessment and step outs into SNOW.
- Support the SOX IT relevant major programs by ensuring SOX IT compliance and assisting in minimizing surprises during scope and SOX audits.

KEY PERFORMANCE INDICATORS / MEASURES OF SUCCESS

1. Quality and accuracy of IT general controls framework documentation.
2. Timely completion of IT-related SOX audits, including the delivery of clear and actionable control testing results and recommendations.
3. Adherence to regulatory requirements and industry best practices in the design and implementation of IT general controls.
4. Effective collaboration with cross-functional teams and external auditors.

CORE COMPETENCIES

1. Applied Business Insights.
2. Stakeholder Engagement.
3. Organizational Savvy.

EDUCATION / EXPERIENCE

EDUCATION:

- Bachelor's degree in Computer Science, Information Systems, Accounting, or a related field. Advanced degree preferred.
- Professional certifications such as Certified Information Systems Auditor (CISA), Certified Information Security Manager (CISM), or similar credentials preferred.

EXPERIENCE:

- Minimum of 5 years of experience in IT audit, IT risk management, IT compliance, or a similar role.
- Strong understanding of SOX compliance requirements, internal control frameworks (e.g., COSO), and IT auditing standards (e.g., COBIT).
- Knowledge of IT systems and processes, including system development life cycle (SDLC), IT infrastructure, and cybersecurity.
- Experience supporting IT-related SOX audits, including scoping, testing, and reporting.

Skills:

- Information Security Compliance and Risk Management
- IT Governance
- Cyber security
- Influencing skills
- Stakeholder management
- Business Partnering
- Communication 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: 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 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

Operations

Business Unit

Universal Hierarchy Node

Location

India

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Alternative Location 1

Prague, Czech Republic

Functional Area

Technology Transformation

Job Type

Full time

Employment Type

Regular

Shift Work

No

[Apply to Job](#)

Job ID

REQ-10033021

Senior DDIT ISC Governance Specialist

[Apply to Job](#)

Source URL: <https://prod1.novartis.com/careers/career-search/job/details/req-10033021-senior-ddit-isc-governance-specialist>

List of links present in page

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://talentnetwork.novartis.com/network>
3. <https://www.novartis.com/careers/benefits-rewards>
4. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Hyderabad-Office/Senior-DDIT-ISC-Governance-Specialist--5_REQ-10033021
5. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Hyderabad-Office/Senior-DDIT-ISC-Governance-Specialist--5_REQ-10033021