

# Senior Specialist, IT Information Security Compliance

Job ID  
REQ-10037954  
Apr 16, 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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- SE IT 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](mailto: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>

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**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  
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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2. <https://www.novartis.com/about/strategy/people-and-culture>
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