

Third Party Risk Management (TPRM) Specialist with French or German

Job ID

REQ-10049351

Apr 24, 2025

Czech Republic

Summary

Would you like to make a significant impact in the pharmaceutical industry by producing innovative products and aspire for career progression in Third Party Risk Management? Join our global team and become a part of the transformative change in medicine!

The Third Party Risk Management (TPRM) framework is being introduced to ensure that Novartis is conducting business with third parties who align to Novartis' ethical standards. This is achieved by a robust, proportionate and proactive process to qualify and manage third parties, by which Novartis protects their business and their patients.

The TPRM Risk Specialist facilitates the end-to-end process including escalations, and provides administrative support to the overall TPRM Operating Model. The TPRM Risk Specialist will manage supplier qualification operations and help perform risk assessment procedures to assess and mitigate risk when engaging Third Parties.

About the Role

Key Responsibilities:

- Facilitate Novartis' ongoing compliance with Third-Party Management requirements outlined in Novartis policies and standards
- Execute common, standardized third-party risk management processes managed centrally by the TPRM including:
 - Researching third-party information and inputting data into relevant repositories like TPRM database,
 - Sending third party questionnaire (TPQ) to vendors, liaising with the third party to complete it, and analyzing it
- Validate the completeness of questionnaire responses and whether any required additional documentation has been submitted by the Third Party
- Validate the questionnaire responses against the submitted additional documentation
- Analyze and perform first pass review of questionnaires and additional documents, in particular for automatic no-go criteria and risk indicators
- Coordinating with Risk experts to record documents, and manage risk assessment timelines
- Execute vendor screening and summarize the output for the risk team
- Coordinate and process TPRM assessments, along with on-boarding workflows for Third Parties requiring assessment

- Identify automation opportunities and promote continuous improvements in culture

Essential Requirements:

- Ideally 2 – 3 years of experience in risk management
- Must have German or French speaking & writing ability
- Fluency in English
- Excellent stakeholder management skills
- Excellent communication skills
- Good willingness to learn

Desirable Requirements:

- Procurement exposure (e.g. vendor onboarding) would be beneficial
- Customer service experience is desirable

Please apply only if this location is accessible to you.

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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<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

CTS

Location

Czech Republic

Site

Prague

Company / Legal Entity

CZ02 (FCRS = CZ002) Novartis s.r.o

Functional Area

Procurement

Job Type

Full time

Employment Type

Regular

Shift Work

No

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Accessibility and accommodation

Novartis is committed to working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to receive more detailed information about the essential functions of a position, please send an e-mail to di.cz@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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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List of links present in page

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