

Sr. Procurement Specialist, EPRM

Job ID

REQ-10049860

Apr 24, 2025

India

Summary

The role has impact on the success of External Partner Risk Management process (EPRM) and global projects within EPRM and ensures their effective implementation. The ideal candidate brings strong track record in end-to-end procurement lifecycle or External partner risk management process and data analysis. The role scope is global and requires the ability to engage intentionally with senior stakeholders. The EPRM Risk Specialist facilitates the end-to-end process including escalations and provides operational support to the overall EPRM Operating Model. The EPRM Risk Specialist will manage supplier qualification operations and help perform risk assessment procedures to assess and mitigate risk when engaging external Parties.

About the Role

- **Key Responsibilities:**

- Responsible for supporting EPRM (External Partner Risk Management) program and adherence to regulatory standards
- Facilitate Novartis ongoing compliance with External-Party Management requirements outlined in Novartis policies and standards
- Execute common, standardized External-party risk management processes managed centrally by the EPRM including:
 - Gathering of documentation and third-party artifacts
 - Researching third-party information and inputting data into relevant repositories like EPRM database and other relevant tools
- Sending third party questionnaire (TPQ) to external partners, liaising with the third party to complete it, and analyzing it
- Process returned questionnaires and to engage with supplier in case of questions or issues
- Validate the completeness of questionnaire responses and whether any required additional documentation has been submitted by the External Party
- Validate the questionnaire responses against the submitted additional documentation
- Analyze and perform first pass review of questionnaires and additional documents for automatic no-go criteria and risk indicators
- Coordinating with Risk experts to record documents, and manage risk assessment timelines and effective remediation of identified issues
- Support defined process in all process areas within EPRM scope and track remediation actions till successful closure
- Support monthly and adhoc business reporting needs related to EPRM and assess opportunities to improve risk management process
- Execute vendor screening and summarize the output for the risk team
- Support management reporting activities as required and collaborate with internal and external

stakeholders effectively

- Support risk identification and mitigation actions in collaboration with local risk experts
- Identify and communicate third-party risks to business owners and other stakeholders involved and escalate issues or risks internally as appropriate
- Drive and participate in training sessions in collaboration with country stakeholders, global EPRM Operations and risk management teams.
- Participate in country conference calls and risk reviews where required
- Coordinate and process EPRM assessments, along with on-boarding workflows for External Parties requiring assessment
- Identify automation opportunities and promote a continuous improvement culture to improve the process
- Become Subject Matter expert for the process and guide peers and juniors towards process excellence
- Ensure solutions and project results are properly designed, documented, and implemented with little supervision, and in accordance with the agreed project methodology and process/solution design approach.
- Develop comprehensive reporting mechanisms (ideally leveraging tools such as PowerBI, other internal tools) to provide accurate and timely updates to Leaders and other stakeholders.
- Ensure the data and documentation quality meeting required compliance standards and manage comprehensive storage of records, documentation, and evidence in SharePoint, MS Teams, etc.
- Prepare presentations and reports that effectively communicate project status, risks, and opportunities for decision-making.
- Continuously track, maintain and communicate the changes and document the standard operating manuals and other relevant documents/files in alignment with Leaders and stakeholders group

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We are committed to building an outstanding, inclusive work environment and diverse teams representative of the patients and communities we serve.

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Division

Operations

Business Unit

CTS

Location

India

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Procurement

Job Type

Full time

Employment Type

Regular

Shift Work

No

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