

# Specialist IT Risk Assurance

Job ID  
REQ-10025105  
Oct 15, 2024  
India

## About the Role

### Job Description Summary

This position will be responsible for identifying, assessing, and documenting IT risks within the Infra and End User Services IT functions. This role involves monitoring and evaluating internal controls, preparing for audits, ensuring regulatory compliance, and overseeing transaction monitoring activities within the IT infrastructure domain.

### Job Description

#### Risk Assurance

- Strengthen Risk Identification, through Failure Mode and Effects Analysis (FMEA) sessions for identifying and addressing potential failures in processes, products, or services.
- Document identified risks in the relevant systems to ensure timely visibility to key stakeholders.
- Fostering collaboration and communication among cross functional IT teams to build awareness
- Monitor and report on the status of identified risks and the effectiveness of mitigation strategies.
- Stay updated on the latest trends and best practices in IT risk management.

#### Controls Monitoring:

- Conduct periodic testing of IT infrastructure controls to ensure they are effective and aligned with organizational policies.
- Identify and communicate any control deficiencies to management and recommend appropriate corrective actions.
- Document and monitor the implementation of IT infrastructure controls.

#### Qualifications:

- Bachelor's degree in computer science, or Information Technology
- Minimum of 3-5 years of experience in Risk compliance, transaction monitoring, internal audit, or a related field.
- Excellent analytical and problem-solving skills.
- Strong communication and interpersonal skills
- Experience in training and customer engagement skills
- Presentation and reporting skills to senior management.

#### Minimum Requirements:

#### Work Experience:

- Risk Compliance
- Due Diligence
- Supporting Quality activities / issues.
- Strong cross functional leadership.
- Process improvement.
- Operations Management and Execution.

Skills:

- Quality Assurance.
- Communication Skills.
- Negotiation Skills.
- Problem Solving Skills.

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## Role Requirements

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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

Technology Transformation

Job Type

Full time

Employment Type

Regular

Shift Work

No

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