

Procurement Team Manager - Compliance

Job ID
REQ-10022573
Sep 18, 2024
Mexico

Summary

Location: Mexico City #Hybrid

About the Role:

The Procurement Team Manager manages NOCC Procurement Compliance, acquires and maintains an updated and in-depth knowledge of Novartis Financial Controls Manual (NFCM), Procurement Controls, Global Procurement Guideline (GPG) and Work Instructions/ standard operating procedures (SOPs) and underlying procurement processes. Drives and enables a standardized controls' execution across the designated region for efficiently and effectively completion of the regular and ad-hoc relevant tasks.

About the Role

- Lead & manage the team located in the global service center. Develop and measure metrics to monitor the performance of the team.
- Responsible for creation, deployment and on-going maintenance of metrics and benchmark to monitor the performance of the global process and its enabling system(s).
- Manage relationship with GPO organization Program Manager and Performance & Improvement Manager. Ensures regular process reviews in the region and countries and in development and implementation of action plans to address identified gaps.
- Disseminate the knowledge and train the Compliance Team to ensure a standardized and effective control execution across all team members
- Proactively propose improvements in control execution and trigger their implementation. Execution/Runbook completion, Self-assessment, reviews, audits etc. Work together with control owners for defining robust remediation plans for failed controls.
- Liaise with Global Compliance Team and provide centralized input during the GWIs Review Exercise. Ensure that any identified and addressed deficiencies related to control execution are reflected in team members' Job Aids, if needed.
- Analyze SAP transactional cockpit reports or similar systems-based reports to identify potential issues. Perform the required analytics to assess whether the process has been performed in compliance with policies and regulations and as per defined SOPs.

Role Requirements:

- 7-10 years of experience working in large international company.
- 5 years of relevant business experience.
- Experience with Contract management tools, eSourcing tools (e.g SAP Ariba) and ERP requisition tools.

- Experience in reporting & analytical tools (SAP BW, MS Access and MS Excel).
- Very good knowledge of internal control norms & concepts. Experience in managing large & diverse teams.
- Fluent spoken and written English.
- University/Advanced degree is required

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Division

Operations

Business Unit

CTS

Location

Mexico

Site

INSURGENTES

Company / Legal Entity

MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.

Functional Area

Procurement

Job Type

Full time

Employment Type

Regular

Shift Work

No

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