

# Associate Director - Risk & Assurance Europe

Job ID

REQ-10025420

Jun 26, 2025

Czech Republic

## Summary

The role is responsible to execute an integrated risk management and assurance program for assigned countries within the region. This includes pro-actively identifying and managing key risks (incl. any emerging risks), leading the successful execution of Anti-Corruption Risk & Controls Monitoring, local speak-up investigations and ERM for countries in-scope. In addition, role is responsible for developing and executing the approved annual assurance plan, sharing good practices and learnings in a timely manner and enabling the organization to continue to learn and strengthen our broader ERC program.

## About the Role

### Key Responsibilities:

- Ensure Compliance Anti-Corruption Risk & Controls Monitoring is executed for all countries in scope within the stipulated timelines
- Support countries in preparation of Internal Audit and Central Monitoring visits (incl. third party audits).
- Identify and flag opportunities for simplification of process, controls, learnings, and sharing best practices from previous IAs, CM visits, Anti-Corruption Risk & Controls Monitoring , Speak-up cases etc.
- Ensure lessons learnt are appropriately cascaded within region and global.
- Pro-actively identify and detect risks, prioritize them, and work with broader ERC team, as appropriate, on pragmatic risk mitigation plans and execution.
- Ensure sustainable remediation plans for top risks – lead the development and execution of effective remediation activities e.g. issues identified during Anti-Corruption Risk & Controls Monitoring , IA or Central Monitoring reviews.
- Conduct local investigations and coordinate IRC meetings
- Provide country-wise snapshot on overall risks and control environment across key metrics (Key Risk Indicators), enabling pro-active risk to identification & follow through of needed actions
- Identify areas of enterprise-wide risk management improvement programs

Escalate to Senior Management risk topics not resolved and inform them regularly about key risks and mitigation actions.

- Provide periodic assurance updates @ Country / Cluster LTs and engage with senior leadership to drive management attention.

- Run training sessions/ workshops for enhancing risk awareness across assigned countries.

### **Key Requirements:**

- University Degree in relevant area required
- Professional level of English, both written & spoken
- 7 years of top tier consulting experience, finance /audit or Ethics, Risk & Compliance (ERC) experience, preferably in pharmaceutical, device or healthcare industries with relevant exposure to ERC function or related components preferred
- Experience in a highly regulated industry with its dynamics, regulatory framework
- Proven ability to lead complex projects and collaborate within and across cross-functional teams and business units, in a matrixed environment.
- Knowledge of Ethics, Risk, Compliance Program structure and administration
- Knowledge of healthcare industry, laws and regulations
- Strong collaborator, networking and relationship management. Risk identification and monitoring techniques

### **You'll receive:**

Monthly pension contribution matching your individual contribution up to 3% of your gross monthly base salary; Risk Life Insurance (full cost covered by Novartis); 5-week holiday per year; (1 week above the Labour Law requirement) ; 4 paid sick days within one calendar year in case of absence due to sickness without a medical sickness report; Cafeteria employee benefit program – choice of benefits from Benefit Plus Cafeteria in the amount of 17,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); Car Allowance; MultiSport Card, Employee Share Purchase Plan. Find out more about Novartis Business Services: <https://www.novartis.cz/>

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