

## Senior Specialist, IT Information Security Compliance

Job ID  
REQ-10037954

2月 03, 2025

Japan

### 摘要

Assist in activities to implement and monitor enterprise information security risk and control processes to protect patients and company information both internally and at third parties. This role is under the APMA region. We contribute to ensuring ISC matters are handled in the region and countries under APMA - cyber security, assessments, regulatory compliance, information security awareness, information security champions community, records management.

エンタープライズ情報セキュリティリスクおよびコントロールプロセスの導入・監視活動を支援し、社内およびサードパーティにおける患者および業務情報を保護する。

この職務はAPMAリージョンに所属し、サイバーセキュリティ、アセスメント、法規制遵守、情報セキュリティアウェアネス、情報セキュリティチャンピオンコミュニティ、記録管理など、APMA傘下の地域や国々でISCに関する事項が確実に処理されるよう貢献します。

### About the Role

Major accountabilities:

- Collaborate with business to understand threats and ensure Novartis most critical business processes and data is protected.
- Ensure implementation of the information management framework to safeguard the integrity, confidentiality and availability of information owned, controlled or processed by Novartis.
- Deliver effective security training and awareness programs and coordinate delivery across functions and countries. Maintain the information security champions communities.
- Support software asset and records management governance and deliver services to support business operations as well as for mergers, acquisitions and divestitures.
- Assess security risks around third parties and deliver services to reduce exposure
- Perform assessments and verification of achieved quality levels and risks in respect to external legislative and regulatory requirements, as well as internal policies
- Establish close collaboration with stakeholders to facilitate alignment with policies, risks as well as internal and external audits.
- Monitor adherence of the defined governance principles to ensure expected value is delivered
  - Take responsibility to ensure adherence with Security and Compliance policies and procedures within Information Management Policy scope.
- ビジネスと協力して脅威を理解し、ノバルティスの最も重要なビジネスプロセスとデータの保護を確実にする。
- ノバルティスが所有、管理、処理する情報の完全性、機密性、可用性を保護するための情報管理フレームワークの実装を確実にする。
- 効果的なセキュリティ研修とアウェアネスプログラムを考案し、部門や国を越えて展開できるように調整する。情報セキュリティチャンピオンコミュニティを管理する。
- ソフトウェア資産および記録管理のガバナンスをサポートし、事業運営や合併・買収・売却に係る情報セキュリティをサポートするサービスを提供する。
- サードパーティのセキュリティリスクを評価し、リスクを低減するためのサービスを提供する。
- 定義されたガバナンス原則の遵守を監視し、期待される価値が確実に提供されるようにする
- 情報管理ポリシーの範囲内で、セキュリティおよびコンプライアンスポリシーと手順の遵守を確保する責任を負う。

#### Minimum Requirements:

- Degree or master ' s level qualification in a related discipline
- Professional certification such as CISA, CISSP, CRISC, CISM
- Japanese and Business level proficiency in English
- Multi-language communication skills. Ability to engage audiences of different sizes and across different levels of the organization
- 関連分野の学位または修士号レベルの資格
- CISA, CISSP, CRISC, CISMなどの専門資格
- 日本語およびビジネスレベルの英語力
- 多言語でのコミュニケーション能力 組織の様々な規模、様々なレベルの聴衆を巻き込む能力

#### Desirable Requirements:

- Experience as an IT auditor / consultant, creative skills using a variety of media and making local security awareness campaigns attractive e.g. video, posters would be advantageous.
- Additional Asian languages are a plus
- Knowledge of Pharmaceutical industry (GMP, GxP) is preferable

- IT監査人 / コンサルタントとしての経験、効果的なセキュリティ Awareness キャンペーンを展開するためのクリエイティブなスキルを有し、様々なメディアを活用したビデオやポスター制作などの経験やスキルがあれば尚可。
- 韓国語、北京語など アジア言語ができれば尚可
- 製薬業界(GMP, GxP)の知識があれば好ましい

#### Benefits and Rewards:

- You can find everything you need to know about our benefits and rewards in the Novartis Life Handbook. [novartis-life-handbook.pdf](#)

#### Commitment to Diversity and Inclusion

- Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

#### Accessibility and accommodation

- Novartis is committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to [midcareer-r.japan@novartis.com](mailto:midcareer-r.japan@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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>

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: <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>

部门  
Operations

Business Unit  
CTS

地点  
Japan

站点  
Toranomom (NPKK Head Office)

Company / Legal Entity  
JP05 (FCRS = JP005) Novartis Pharma K.K.

Functional Area  
Technology Transformation

Job Type  
Full time

Employment Type  
Regular

Shift Work  
No

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