

Associate Director - Data Export Control Governance

Job ID
REQ-10055029

7月 31, 2025

Czech Republic

摘要

The 'Associate Director - Data Export Control Governance' is responsible for overseeing and ensuring company-wide adherence to Novartis' compliance framework related to data export, focusing, but not limited to U.S. sensitive personal data and government-related data, particularly within the scope of the Executive Order on "Preventing Access to American Bulk Sensitive Personal Data" (EO). The role champions ethical data governance practices, risk mitigation strategies, and operational controls for minimizing exposure to regulatory or ethical violations while safeguarding data integrity and organizational reputation. This role also manages escalations, reporting requirements, and overall implementation of controls for compliance.

About the Role

Key Responsibilities:

- Owns and maintains the "US Bulk Data Guideline" and associated documentation, conducting

regular assessments with Legal, Data Privacy, and other stakeholders to ensure continued adequacy.

- Ensures consistent application of principles outlined in the Executive Order across Novartis' enterprise, including both external data sharing arrangements and internal data flows.
- Conducts risk assessments of global activities related to sensitive U.S. bulk data to ensure compliance, mitigate risks, and implement effective controls.
- Govern the definition, assessment and testing of internal controls, and manages their operationalization to mitigate exposure to regulatory violations.
- Chairs the US Bulk Data governance board, driving alignment on developments, requirements, and escalations, while monitoring and certifying the effectiveness of controls and compliance measures.
- Facilitates cross-functional engagement with stakeholders (Legal, EDM, ISC, Procurement, etc.) to embed and sustain compliance around sensitive data access and handling, and to ensure monitoring relevant data export control regulations
- Addresses escalations and provides guidance on adherence to compliance requirements. Ensures compliance with data retention, record-keeping, and reporting obligations, including timely reporting of breaches
- Develops and delivers employee training programs on handling sensitive U.S. bulk data, emphasizing principles, responsibilities, and regulatory requirements.
- Investigates reported or suspected breaches of the US Bulk Data Guideline, ensures remedial actions are taken, and drives compliance with corrective measures.
- Collaborates with Enterprise Data Owners (EDOs), Procurement, Legal, ISC, business owners, and others to operationalize compliance guidelines and embed principles at the enterprise level.

Essential Requirements:

- Bachelor ' s degree in Business Administration, Law, Risk Management, Data Privacy, or a related field.
- Minimum of 8 years of experience in ethics, compliance, risk management, or data governance roles, preferably in a multinational or regulated environment.
- Strong understanding of global data privacy regulations and frameworks (e.g., Executive Orders, cross-border data compliance).
- Proven ability to lead cross-functional teams and manage compliance initiatives across enterprise-level organizations.
- Exceptional ability to assess risks, investigate issues, communicate findings clearly, and influence decision-making across stakeholders.

- Proven experience in managing sensitive personal data, government-related data frameworks, or data governance processes
- Demonstrated ability to identify, assess, and mitigate risks in data handling and external partner engagements.
- Experience in drafting, implementing, and managing compliance policies, guidelines, and frameworks at the enterprise level.
- Experience designing and implementing training programs for employees and external partners regarding compliance and governance standards.

You ' ll receive (Applicable for Prague)

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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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>

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部门
Ethics Risk & Compliance

Business Unit
Universal Hierarchy Node

地点
Czech Republic

站点
Prague

Company / Legal Entity
CZ02 (FCRS = CZ002) Novartis s.r.o.

Alternative Location 1
Dublin (NOCC), Ireland

Alternative Location 2
Ljubljana, Slovenia

Functional Area
Legal & Intellectual Property & Compl.

Job Type
Full time

Employment Type
Regular

Shift Work
No

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



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