

Assoc. Dir. Information Security Business Continuity

Job ID
REQ-10072365

2月 25, 2026

Mexico

摘要

- Support Business Continuity strategic initiatives and programs across Novartis DDIT and ensure they are executed on time and budget
- Support overall Operations DDIT ' s Business continuity management (BCM) covering Operations DDIT as a business and as a business enabler for Novartis.
- Facilitate and govern Business Continuity Plan (BCP) creation within DDIT

About the Role

Major Accountabilities:

- Support and facilitate the Community of Practitioners to continuously develop the skills and capabilities required to enable the practice and adoption across DDIT
- Coordinate and manage the deployment, transition and adoption of processes and methods

across functions in DDIT

- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt
- Distribution of marketing samples (where applicable)
- Ensure a healthy and safe workplace by complying with Novartis HSE and ISEC standards, implementing measures, providing training and resources, supporting employee well-being, investigating incidents, and collaborating with HSE teams to maintain a safe environment while adhering to quality, ethical, health, safety, and environmental requirements

Key Performance Indicators:

- Business Impact Analyses reports completed/updated
- Updated BC plans for Operations DDIT
- Risk Assessments completed/updated
- Business Continuity and Response plan Exercises (i.e. Tabletop-Functional etc.) conducted compared to total expected
- External Supplier/Vendor Business Continuity Assessments completed compared to total number of “Critical” Suppliers
- Successful employee awareness briefings annually.
- Effective management of BCM and NEM activities. Transparency level of risks and control maturity across DDIT

Work Experience:

- Organization Scope
- Scale and Complexity
- Relationship Management
- Managing Crises
- Multinational global experience
- Interactions with senior management
- Collaborating across boundaries
- Accountability

Skills :

- Communication Skills
- Influencing Skills
- Stakeholder Management
- Decision Making Skills
- Facilitation Skills
- Crisis Management
- Disaster Recovery
- Emergency Management
- Business Continuity Management
- Information Security Risk Management
- Business Acumen
- Business Value Creation

- Change Management
- Organization Awareness

Language:

- English

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>

Benefits and Rewards: Learn about all the ways we'll help you thrive personally and professionally. [Read our handbook \(PDF 30 MB\)](#)

部门

Operations

Business Unit

Information Technology

地点

Mexico

站点

INSURGENTES

Company / Legal Entity

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

Functional Area

Technology Transformation

Job Type
Full time

Employment Type
Regular

Shift Work
No

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2. <https://www.novartis.com/sites/novartis.com/files/novartis-life-handbook.pdf>
3. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/INSURGENTES/Assoc-Dir-Information-Security-Business-ContinuityREQ-10072365>
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