



# Internship Job Specification

## Support for the Bayer Head of Risk Management Switzerland

The Risk Manager Switzerland is responsible for taking over and driving a portfolio of Risks Management tasks following the Local RM task description provided by Global RM. This includes the tasks Local Enterprise Risk Management, RM Advice on Management Regulations, Controls, Risk Monitoring, Risk Management in local and global projects, Audit Support, Business Continuity Management and Insurance Risk Management. The relevant local RM task portfolio is decided upon by the local organization (in alignment with RM global) and is assigned to the Risk Manager Switzerland by the Head of RM Switzerland.

The internship is supporting the Head of Risk Management in a broad variety of operational activities, which grant deep insight into the Bayer functions, processes and business models in the four different Swiss legal entities, whereas the focus is on Bayer Consumer Care AG, as a Global Pharma and Consumer Health Triangulation Hub. The position incumbent's tasks include cross-functional collaboration amongst business-stakeholders and Risk Management.

The position holder directly reports to the Head of Risk Management Switzerland.

### **Geographical scope**

Site

Region

Country / Group of countries → Switzerland - Basel

Global

### **Major tasks and responsibilities**

#### **Control systems**

- Support different activities during the annual Internal Control System (ICS) cycle of the Swiss legal entities.
- Support the process of annual testing of Compliance Controls (ICM) in all implemented compliance modules.

#### **Management Regulations Lifecycle**

- Support the enactment process of new and updated Bayer management regulations (MARGO) including tracking of status and documentation in the global enactment database

#### **Audit Support**

- Support audit execution, planning as well as remediation activities.



## **Insurance Risk Management**

- Support the insurance risk management function with different operational but also conceptual activities.

## **Optional projects**

### **Development of Incoterm Reference Models**

The definition of Transport Incoterms depends on various factors and is influenced by requirements of different functions (e.g. Procurement, Tax, Business Model, Insurance, Logistics and Quality).

The project objective is to define *Incoterm Reference Models* based on requirements of all concerned functions and stakeholders, considering the interference of Purchasing Incoterms and Selling Incoterms in the global Consumer Health and Pharma business of Bayer Consumer Care AG in Basel.

After initial implementation, e.g. in Excel form, a next step would be to develop or coordinate the development of a web-based tool (Incoterm Reference Model Application - IRMA) to provide Incoterm proposals based on the respective business model parameters (e.g. country of supplier, country of customer, type of goods).

In a last step, the Incoterm Reference Models shall be used during:

- The implementation of all new business models or business model changes
- A Regular review of the Incoterm as-is situation as a basis for potential harmonization/cleansing activities

### **Business Model based Authorization Monitoring**

Based on its function as Global Consumer Health and Pharma Principal, Bayer Consumer Care AG in Basel has detailed internal signature guidelines and rules.

The project objective is to identify business model specific authorization key risks and based on the results develop a concept for a regular risk based monitoring of critical signature and system authorizations.

## **Work relations**

### **Internal**

- Head of Risk Management
- Global Risk Management International
- Divisional/functional Leadership Team members
- Divisional Experts



- Functional Experts (e.g. LPC, IT, Procurement)
- Internal Audit

#### **External**

- External financial auditors (e.g. Deloitte)

#### **Qualifications**

- University degree or ongoing studies in e.g. Business Administration, Economics or other related areas
- Excellent communication skills
- Ideally (but not necessarily) know how in Risk Management, Legal Compliance or Quality including knowledge of legal, statutory, industry-specific requirements (e.g. FCPA, UK Bribery Act)
- Capable of independent collaboration with other functions/divisions
- Understanding of business processes, value-flows and business models
- Fluent in English

#### **Worktime**

- 16 - 40 hours per week

#### **Timelines**

- Start as soon as possible
- 6 - 12 Months

#### **Contact**

Dr. Michael Stöver  
Head of Risk Management Bayer Switzerland  
[michael.stoever@bayer.com](mailto:michael.stoever@bayer.com)  
Phone +41 58 272-7145  
Mobile +41 79 575-5096