



Vacancy

## PROJECT PLANNER

Rail Baltica is the largest Baltic transport infrastructure project that will create the North – East economic corridor. It will be an electrified, high speed railway line with modern infrastructure for passenger and freight services, ensuring environmentally friendly and fast transportation from Tallinn to the Lithuanian-Polish border. Rail Baltica will connect the Baltic States with Central and Western Europe. The project is largely co-financed by the European Union. It has to be well-governed, with clear financial flows and procurement systems.

The three Baltic States' joint venture – RB Rail AS, was established in October 2014 and is registered in Latvia. The joint venture's shares are equally held by SIA Eiropas dzelzceļa līnijas in Latvia, UAB Rail Baltica statyba in Lithuania and OU Rail Baltic Estonia in Estonia. RB Rail AS main business is the design, construction and marketing of the railway. It acts as a main coordinator of the project.

Developing the Rail Baltica project, the joint venture team is looking for a Project Planner.

### JOB SUMMARY

The Project Planner will be responsible for planning and scheduling tasks and processes to secure Global Project implementation. The Project Planner ensures assignment alignment towards process owners and key stakeholders, gathers and analyzes information, prepares reports to show actual status of project implementation plan as well as creates scenario analysis based on various implementation options taking in account finance availability, acceleration options and human resource availability, etc.

Project Planner together with the project implementing team evaluates current procedures and recommends changes to improve the efficiency of planning and scheduling of the project. Monitors completion of the individual actions and activities and identifies reasons for completion shortfalls.

The Project Planner will receive the daily tasks from and shall report to Project Reporting Manager.

### REQUIREMENTS

- University education in engineering or business administration
- At least 2 years experience in project management
- Experience with project planning and management methodology and tools – CPM, PERT, MPM, Gantt charts etc.
- Experience in large scale construction, civil engineering, infrastructure, logistics or transportation sectors preferred
- Experience with complex project finance and cash flow oversight, management and control as well as precise and detailed documentation development, reporting and documentation flow management
- Proficient user of MS Office software, especially MS Excel, MS Project
- Good command of business English and one of the Baltic languages

### PERSONALITY

Highly organized, proactive and energetic individual who has an analytical mind and can both see the large picture and also would not hesitate to dig in for details. Excellent communication, problem solving and organizing skills.

### RESPONSIBILITIES

- Work with a Project Reporting Manager
- Maintain the Global Project implementation plan, troubleshoot and monitor potential scheduling problems.
- Develop and maintain summary level schedule reports: Gantt, milestone charts, and other tools used to support critical path analysis, near-term tasks, priority-based resource allocation and completion variances
- Maintains contact with Global project staff, gathers and analyzes information to prepare progress reports and provides regular project updates to keep project resources on track
- Supports the Global Project team in the planning, tracking, analysis, and reporting of the project.
- Works in collaboration with the Global Project implementation team to drive consistency of the project scheduling approach to facilitate accuracy in project execution and reporting.
- Participate and/or facilitate the Global Project implementation schedule (Gant) reviews

If you feel that your experience and personality match the respective position and you are willing to be a **part of the challenging and unique project**, please, send your Motivation letter and Resume (CV) in English with the subject "Project Planner" till 11 June 2018 to e-mail: [jobs@railbaltica.org](mailto:jobs@railbaltica.org)



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