



## Vacancy

# COMMUNICATION AND GOVERNMENT AFFAIRS MANAGER

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 **Communication and government affairs manager**

## JOB PURPOSE

This position is responsible for the development of a communication strategy and its implementation, which further the company's strategic vision and business goals. This role will be responsible for linking multiple communications efforts from governmental, corporate as well as regional and business stakeholders to facilitate an integrated approach to company-wide communications, to develop overarching content that bring together all parts of the business in one cohesive Rail Baltica project story. The position is based in Riga.

## QUALIFICATION

- Tertiary education in Marketing or Communications; Philology, Journalism, government or international affairs or equivalent;
- Minimum 5 years' experience working in corporate communications managerial position in the international business sector;
- 2 + years' experience in government sector, especially foreign affairs would be considered as an advantage;
- Proven ability to develop and manage international communications with multiple stakeholders and to represent the Company before print and broadcast media;
- Public representation of the company, including governmental institutions and media;
- Strong media relations experience and contacts;
- Superior written communications skills required;
- Publication writing, editing, and design experience;
- Strong problem-solving skills;
- Experience leading people, communications organisation and PR/marketing agency work;
- Event organisation skills;
- Crises communications;
- Social network strategy and management experience
- Superior oral communications skills required;
- Ability to speak for the Company in various environments;
- Excellent English (virtually native) and Latvian or Estonian or Lithuanian language skills.

## KEY RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO

- Develop communications strategy/programs and manage all media relations, stakeholder events, public relations, publicity and corporate communication endeavours;
- In coordination with the Management Board establish communication priorities, budgets and programs;
- Direct the production and approval of press releases, marketing materials, videos, photography, events, press kits, and other PR tools necessary to promote the project and spokespeople;
- Content creation and update for the company's website and social profiles
- Coordinate multiple stakeholder communications efforts within the geographic area of the Rail Baltica project;
- Liaison with Baltic, EU and other relevant government institutions and officials; monitor governmental activities that could affect the organization;
- Research policies for relevance to company interests;
- Prepare post-action reports for internal use;
- Crises communication
- Maintain company's history (milestone) records
- Represent organization at industry forums and events.

If you feel that your experience and personality match the position and you are willing to be a part of the challenging and unique project, please, send your CV and motivation letter with the subject "Communication and government affairs manager" to RB Rail AS recruitment partners CVO Recruitment Latvia: [rbrail@cvor.lv](mailto:rbrail@cvor.lv). Ph. +371 67356120.



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