

## PROCUREMENT MANAGER, LATVIA

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 **Procurement Manager, Latvia**.

### JOB SUMMARY

The Procurement Manager bears the responsibility for procurement exercises within its assigned portfolio. This includes leading a team of procurement specialists, planning procurement activities, quality management of the output of the procurement exercises and tasks within his team, as well as ensuring that the procurement strategy along with applicable policies, guidelines, law and regulations are followed, effectively and efficiently managed. The Procurement Manager shall also participate in the streamlining of business processes and simplification of work tasks. The position requires a person to become a Latvian State Official.

### QUALIFICATIONS

- 7+ years of experience in managing procurement exercises in a Project Management environment with a proven track record of success managing small-to-large scale, preferably infrastructure and/or railway procurement exercises.
- Must have a good understanding and knowledge of project management budgeting, estimating/forecasting/costing and reporting (experience would be preferable).
- Must have experience with a proven record of accomplishment of public procurement documentation development and participation in the procurement committees.
- Must be able to work well both in a team and individually.
- Knowledge of the Public Procurement Law of Republic of Latvia and EU procurement directives.
- Good understanding and knowledge of the public procurement policies, procedures, guidelines, manuals and standard bidding documents of legislation relevant to procurement and its related procedures.
- Knowledge and practical application of FIDIC conditions of contract for construction will be an advantage.
- Good understanding of how private sector businesses operate and manage their business requirements.
- Proficient in the MS Office Suite with strong working knowledge of Microsoft Project.
- Comfortable speaking to all levels of leadership (Director, Vice President, etc.) and engaging with and coordinating multiple stakeholders.
- Demonstrated problem solving ability;
- Solid verbal, written and presentation skills.
- Outstanding organisational abilities and technical mindset.
- University degree with specialisation in Procurement, Supply Chain Management, Law, Business Management, Finance or other relevant degree applicable to exacting procurement tasks.
- Fluent in Business English and Latvian languages, good command of technical and legal English.
- High ethical standards, honesty and impeccable reputation.
- Able to benchmark and apply best practices of large infrastructure projects and organisations.
- Strives for continuous improvement and precision in every detail both individually and on a team level.

### RESPONSIBILITIES

- Manage, lead and grow a team of procurement specialists (up to 5), foreseeing their future needs, including resource planning within the team. Delegate authority and assign work to subordinate staff, aligning it with their qualifications and existing workload. Supervise the work of staff to ensure compliance with applicable laws, policies and procedures;
- Ensure purchasing practices are consistent, open, and designed to encourage maximum competition and best value procurements, responsibility and accountability to deliver the assigned procurement activities, with procurement exercises efficiently undertaken, adopting the most appropriate applicable procurement procedures;
- Ensure the management of procurement activities' planning within the team in accordance with the Global Project time schedule;
- Lead Procurement Committee work under Public Procurement Law of Latvia carrying overall responsibility for drafting terms of reference, and providing the required procurement input and guidance into the drafting of technical specifications;
- Sustain and improve information flow and communication between procurement team and other stakeholders within its area of responsibility, both internally and externally;
- Responsible for identifying and managing procurement related risks within its area of responsibility (including assessment of delays and eligibility, e.g. in relation with alignment with funding agreements and auditability);
- Review and execute contracts, purchase orders, and other documents within delegated authority, collaborate with RB Rail's legal counsel;
- Review procurement documentation within its area of responsibility, including review and consultation on procurement matters in relation with technical specifications;
- Involvement in the establishment and maintenance of procurement policies, informing the team of relevant legislation and regulation developments on the national and EU levels, ensuring they are adopted in the procurement exercises, if relevant;
- Involvement in the development of annual procurement strategy and procurement plan;
- Report progress and status updates to the Head of Procurement department on delegated activities;
- Compliance with all National Legislation and EU Procurement Directives, Guidance's and best practices, ensuring high standards in undertaking activities, communication and preparation of documentation, including the development and application of most appropriate tender evaluation and qualification criteria in line with best practice and particular procurement exercise requirements;
- Create and improve best-practice based processes in alignment with the Head of Procurement department, undertaking market research if such need is identified;
- Manage additional human resources if such are agreed to be deployed for the purpose of assisting the team: consultants, experts for preparation of procurement documentation;
- Participation and support in audits on related procurement matters;
- Procurement document control and archiving according to applicable requirements, laws, policies.
- Any other tasks that are relevant to the area of responsibility, instructed by the Head of Procurement department.

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 "Procurement Manager" to RB Rail AS: [job@railbaltica.org](mailto:job@railbaltica.org) by 26 November 2018.

