

PROCUREMENT POLICY AND PROCESS 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 **Procurement Policy and Process Manager**.

JOB SUMMARY

The key role of Procurement Policy and Process Manager shall ensure that the Rail Baltica project procurement policy and governance reflect the needs of the organisation with appropriate processes in place, is communicated to employees and is consistently applied both within RB Rail AS as well as across the project involving the stakeholder organisations. The Procurement Policy and Process Manager will support the members of the Procurement Team in any procurement strategy research, data analysis and reporting as well as act in a consultative capacity internally relating to the policy, processes and applicable procurement law. This role will also ensure that the key governance principles for procurement function effectively, participate in intra-stakeholder procurement strategy alignment, considering any relevant corporate social responsibility requirements and best practice procurement initiatives.

QUALIFICATIONS

- 10+ years of experience in managing procurement exercises in a Project Management environment or practical experience of developing and/or contributing to the development of procurement strategies and policies, with a proven track record of success in involvement in 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 principles (experience would be preferable) with the ability to understand interfacing of procurement department requirements with other departments and processes.
- Must have experience with a proven record of accomplishment of public procurement documentation forms and processes development.
- Good knowledge and appreciation of procurement committee work and member participation in the procurement committees (experience preferable).
- Must be good team player with the ability to also work well individually.
- Knowledge of the Public Procurement Law of Republic of Latvia, Republic of Estonia or Republic of Lithuania (Latvian public procurement law knowledge preferable); 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 supply, study, design and construction contracts (such as FIDIC) conditions and contract execution practices 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 with a positive 'can do, will do' attitude;
- Solid verbal, written, argumentation 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, combined with either Latvian, Lithuanian or Estonian languages (Latvian preferable), good command of technical and legal English.
- High ethical standards, honesty and impeccable reputation.
- Able to benchmark and apply best practices in process and policy principles and development of large infrastructure projects and organisations.
- Strives for continuous improvement and precision in every detail both individually and on a team level.

RESPONSIBILITIES

- Lead the Rail Baltica procurement policy and process development in liaison with the Head of the Procurement department, internal stakeholders and Global Project strategy, ensuring high standards in undertaking procurement activities, including involvement in the development and application of most appropriate tender evaluation and qualification criteria in line with best practice;
- Continuous liaison/consultation with internal and external (together with Country Managers) stakeholders on procurement policy and process application, including consultation of procurement team members on policy and process matters and market research principles;
- Quality management of the procurement policy and processes in place, with lessons learnt application for improvement purposes based on feedback from procurement exercises;
- Preparation and improvement of guidelines, ensuring that law and regulations are followed, effectively and efficiently managed, based on best practices and latest court practice (national and European court practices), key input for procurement document control and archiving requirement requirements development and management;
- Streamlining of procurement processes and simplification of work tasks. Participation in development of business processes interfacing with or impacting upon procurement activities;
- Active participation in problem solving and dispute/claim resolution relating to procurement exercises undertaken by RB Rail AS;
- Liaise with internal and external auditors to manage and mitigate procurement related risks and help ensure appropriate supervision for procurement activities management and compliance with applicable laws, policies and procedures;
- Ensure purchasing practices are consistent, open, and designed to encourage maximum competition and best value for money procurement, responsibility and accountability to deliver the assigned procurement activities, promoting the adoption of the most appropriate applicable procurement procedures;
- Standardisation of procurement activities, templates, processes and development of standard procurement planning timeline with the aim to positively impact the Global Project procurement planning approach.
- Development and improvement of procurement information flow and communication principles and rules in liaison with information security requirements within the procurement team and with stakeholders, 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);
- Informing the Procurement Team of relevant legislation and regulation developments, changes, latest court practices on the national and EU levels, helping to ensure their adoption 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;
- Manage additional human resources if such are agreed to be deployed for the purpose of assisting task completion: consultants, experts for preparation of procurement related documentation;
- In accordance with the employer's request and within the scope of the work responsibilities, to participate at the RB Rail AS public procurement committees;
- 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 Policy and Process Manager" to RB Rail AS: job@railbaltica.org.



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