

PROCUREMENT SPECIALIST, 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 the main coordinator of the project.

Developing the Rail Baltica project, the joint venture team is looking for a **Procurement Specialist, Latvia**.

JOB PURPOSE

The Procurement Specialist, Latvia will be responsible for undertaking the Rail Baltica project procurement requirements and processes in accordance with project objectives for the joint venture in Latvia and managing procurement exercises according to the annual procurement plan and any emerging project requirements within its own area of responsibility. In particular, participate in the procurement commissions, develop procurement documentation, provide advice and guidance regarding procurement law and regulations to the contract/project delivery team, as well as provide support and assistance with (or perform) market research. Regularly report the status in Latvia to the supervisors and participate actively in the facilitation issue/risk management. Please note that the participation in procurement commissions requires obtaining a Latvian state official status.

REQUIREMENTS

- 3+ years of experience in managing procurement exercises with a proven track record of success managing small-to-medium scale, preferably infrastructure and/or railway procurement exercises.
- Must have experience with a proven record of accomplishment of public procurement documentation development and participation in the procurement commissions.
- Good knowledge of the Public Procurement Law of Republic of Latvia and EU procurement directives.
- Must have a good understanding and knowledge of principles in project management, estimating/forecasting/costing and reporting (experience would be preferable).
- Knowledge and practical application of FIDIC conditions of contract for construction would be an advantage.
- Experience in managing procurement exercises in a Project Management environment will be an advantage.
- At least a basic understanding on how private sector businesses operate and manage their business requirements.
- Proficient in the MS Office Suite and the Latvian state developed e-tendering system. Working knowledge of Microsoft Project will be of advantage.
- Comfortable speaking to all levels of leadership (Director, Vice President, etc.) or present with a support of the direct line manager if so required and engaging with multiple stakeholders within its own area of responsibility.
- Solid verbal, written and presentation skills, good organisational abilities and a technical mindset.
- University or other higher education degree with specialisation in Procurement, Supply Chain Management, Law, Business Management, Finance or other relevant degree applicable to exacting procurement tasks.
- Fluent in Latvian and Business English language with good command of technical and legal English.
- High ethical standards, honesty and impeccable reputation.
- Able to benchmark and apply best procurement practices.
- Strives for continuous improvement and precision in every detail.

RESPONSIBILITIES

- Preparation of tender documentation, including review of technical specifications within own area of responsibility.
- Participation in the RB Rail AS Public procurement commissions in the status of a commission member and/or procurement specialist, where RB RAIL AS is Contracting Authority.
- Provide assistance with the review of possible contract supervision questions in ensuring that contract implementation is aligned with the public procurement law.
- Good understanding on how to conduct market research to identify potential suppliers, global and local sourcing, cooperation with experts and consultants. Support with advice and guidance to Project Managers for undertaking market research.
- Follow up on the updates in laws and regulations as aligned with the direct line manager related to procurement and industry, within own area of responsibility.
- Provide key support for the supervision of the Latvian National Procurement processes in accordance with the set guidelines and templates; work in procurement commissions.
- Participate in national procurement commissions and regularly communicate on their progress to the direct manager and the Country Manager (if agreed so with the direct manager), to inform internal stakeholders of critical issues, project status, changes, etc.
- Assist the direct line manager in procurement planning.
- Work in partnership with other departments to create accurate and timely updates, escalate issues, and to implement resolutions in relation with procurement exercises within own area of responsibility.
- Work with national databases related to procurement procedures and E-Tender system.
- Assist the direct line manager in the cooperation with local, regional, national, and international stakeholders and communicate with internal and external stakeholders within own area of responsibility on specific procurement exercise related matters.

Salary level: starting from 1500EUR (before taxes).

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 Specialist, Latvia (Riga)" to till 8 March 2019 to e-mail: job@railbaltica.org



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