



Vacancy

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 must be well-governed, with clear financial flows and procurement systems. RB Rail AS is looking for a new enthusiastic **colleague** to join our growing team in a position of **PROCUREMENT SPECIALIST**.

Our ambition is to plan, monitor and control the delivery the new best-in-class, innovative, environmentally friendly railway infrastructure with cost competitive technical solution in the region to improve the long-term well-being of the society of the Baltic States and European community. RB Rail AS is the three Baltic States' joint venture, it was established in October 2014 and is registered in Latvia. Main business of the joint venture is the design, construction and marketing of the railway. RB Rail acts as a main coordinator of the project.

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. Please note that the participation in procurement commissions requires obtaining a **Latvian state official status**.

QUALIFICATION

- 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.
- At least a basic understanding on how private sector businesses operate and manage their business requirements.
- Knowledge and practical application of FIDIC conditions of contract for construction would be an advantage.
- Proficient in the MS Office Suite and the Latvian state developed e-tendering system.
- University or other higher education degree with specialisation in Procurement, Law, Business Management, Finance, Supply Chain Management or other relevant degree applicable to exacting procurement tasks.
- Good command of Business English.
- Solid verbal, written and presentation skills, good organisational abilities and a technical mindset.
- 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.
- Provide assistance with the review of possible contract supervision questions in ensuring that contract implementation is aligned with the public procurement law.
- 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.
- 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.

ORGANISATION REPORTING STRUCTURE

The PROCUREMENT SPECIALIST will report to the Procurement Manager.

OFFICE LOCATION: Full time position, located in Riga.

SALARY: From 1500 EUR/Gross.

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 "PROCUREMENT SPECIALIST" to RB Rail AS recruitment partners CVO Recruitment Latvia: rbrail@cvor.lv. Ph. +371 67356120.



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