



## Vacancy

# LEAD PROCUREMENT SPECIALIST, ESTONIA (TALLINN)

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 **LEAD PROCUREMENT SPECIALIST, ESTONIA**.

## JOB PURPOSE

The Lead Procurement Specialist, Estonia (Tallinn) will be responsible for supervising the Rail Baltica project procurement requirements and processes in accordance with project objectives on behalf of the joint venture in Estonia and managing procurement exercises according to the annual procurement plan and any emerging project requirements. In particular, participate in the procurement committees, develop procurement documentation, provide advice and consultation regarding procurement law and regulations to the contract/project delivery team, as well as provide consultation and assistance with (or perform) market research. Regularly report the status in Estonia to the supervisors and facilitate procurement issue/risk management. Please note that the participation in certain procurement committees requires obtaining a Latvian state official status.

## QUALIFICATION

- 7+ years of experience in managing procurement exercises with a proven track record of success managing small-to-large 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 Act of Republic of Estonia and EU procurement directives.
- Must have a good understanding and knowledge of principles in project management, budgeting/estimating/forecasting/costing and reporting (experience would be preferable).
- Knowledge and practical application of FIDIC conditions of contract for construction will be an advantage.
- Experience in managing procurement exercises in a Project Management environment will be an advantage.
- Good understanding of how private sector businesses operate and manage their business requirements will be an advantage.
- Proficient in the MS Office Suite and the Estonian state developed e-tendering system. Working knowledge of Microsoft Project would be an advantage.
- Comfortable speaking to all levels of leadership (Director, Vice President, etc.) and engaging with and co-ordinating multiple stakeholders.
- 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 Estonian languages, good command of technical and legal English.
- High ethical standards, honesty and impeccable reputation.
- Able to benchmark and apply best procurement practices, drawing comparisons with other large infrastructure projects and organisations.
- Strives for continuous improvement and precision in every detail.

## RESPONSIBILITIES

- Participate in national procurement committees and regularly communicate on their progress to the direct manager and Country Manager, to keep the relevant team members and program stakeholders informed of critical issues, project status, changes, etc.
- Preparation of tender documentation, including review of and input for technical specifications.
- Participation in the RB Rail AS procurement commissions in the status of a commission member and/or procurement/commercial expert, where RB RAIL AS is Contracting Authority.
- Supervise Estonian National Procurement processes in accordance with the set guidelines and templates; work in procurement committees.
- Supervise national contract implementation with respect to requirements and regulations deriving from the public procurement law and company procurement policy.
- Good understanding on how to conduct market research to identify potential suppliers, global and local sourcing, cooperation with experts and consultants.
- Follow up on the updates in laws and regulations related to procurement and industry.
- Assist the Country Manager and direct line manager to manage the procurement plans and oversee the execution of Rail Baltica project procurement exercises nationally in Estonia in line with the established plans for the global project.
- Work in partnership with other departments to create accurate and timely updates, to prioritise and escalate issues, and to facilitate/implement resolutions in relation with procurement exercises.
- Work with national databases related to procurement procedures and E-Tender system.
- Assist the country manager to cooperate with local, regional, national, and international stakeholders and communicate with internal and external project developers on procurement related matters.

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 "Lead Procurement Specialist, Estonia" to RB Rail AS recruitment partners CVO Recruitment Estonia: [heleen.anderson@cvo.ee](mailto:heleen.anderson@cvo.ee); +372 53738984.



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