

## 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 RESPONSIBILITIES

- Leading the company's procurement policy and process development in coordination with the Head of the Procurement department, internal stakeholders, and Global Project strategy, ensuring high standards are met for the procurement activities; including being involved in the development and application of the most appropriate tender evaluation and qualification criteria.
- Continual communication with internal and external stakeholders on procurement policy and process applications, including consulting with procurement team members on policy and process matters, and market research principles.
- Preparing and improving guidelines, ensuring that the law and regulations are followed, and providing key inputs for procurement document control and archiving requirements for development and management.
- Streamlining of procurement processes and simplifying work tasks.
- Actively participating in problem solving and dispute/claim resolutions relating to the procurement exercises.
- Ensuring purchasing practices are consistent, open, and designed to encourage maximum competition and best value for money.
- Standardising procurement activities, templates, processes, and developing the standard procurement planning timeline, with the aim to positively impact the Global Project procurement planning approach Identifying and managing procurement-related risks within your area of responsibility.
- Informing the Procurement Team of relevant legislation and regulation developments, changes, latest court practices at national and EU-level, and ensuring their adoption in the procurement process.

### JOB PROFILE

- Bachelor's degree qualification in Procurement, Supply Chain Management, Law, Business Management, Finance, or similar relevant subject.
- At least 10 years' experience in managing procurement exercises in a Project Management environment, or practical experience of developing procurement strategies and policies in a large-scale infrastructure or railway project.
- Must have a strong understanding of project management budgeting, estimating/forecasting/costing and reporting principles.
- Knowledge of the Public Procurement Law in Latvia, Estonia or Lithuania.
- Fluent in English, and ideally a Baltic language.
- Very strong communication, organisational, and interpersonal skills.
- The right to live and work in the EU.

### APPLICATION PROCESS

To apply, please send your CV to [europe@linumconsult.com](mailto:europe@linumconsult.com) for the attention of Francis Ryan, with a covering letter outlining your experience as per the job description and your current financial package and notice period. Gross salary 4000 EUR.



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