

COMMON DATA ENVIRONMENT (CDE) SYSTEM AND USER ADMINISTRATOR

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 **CDE SYSTEM AND USER ADMINISTRATOR**.

SUMMARY

Common Data Environment for Rail Baltica consists of multiple solutions, such as ProjectWise Connect, ArcGIS Enterprise, SharePoint and possible future solutions. The system administrator must manage and maintain all these systems and users, plan maintenance of platforms, understand the different platform interoperability and suggest developments.

QUALIFICATION

- Higher education in IT, Systems Engineering or relevant;
- At least 1-3 years proven working experience as System and User Administrator;
- Knowledge of IT infrastructure architecture;
- Good knowledge of computer network and user administration;
- Good knowledge of Microsoft technologies: Office 365, Active Directory, PowerShell, Azure and others;
- Solid verbal, written and presentation skills;
- Outstanding organizational abilities and technical mindset;
- Resilient to coping with conflicting demands, able to prioritize duties and work under pressure;
- Fluent in English and good command of technical English;
- High ethical standards, honesty, and impeccable reputation;
- Strives for continuous improvement and perfectionism in every detail;
- Adventurous mind, willingness to discover unknown and to contribute in building up Digital Rail Baltica;
- Must have strong communication skills and a willingness to work in a team environment;
- Experience with ProjectWise Connect or ArcGIS Enterprise systems shall be considered as an advantage;
- Experience with 3D model-ing and design tools in large infrastructure projects, BIM systems, large scale planning tools (Oracle Primavera P6, Safran etc) is not required but would give a strong advantage;
- Ability to show initiative, a high-level of responsibility and take ownership for problem solving.

RESPONSIBILITIES

- Configure and maintain the business software applications, including Microsoft Office 365;
- Coordinate the necessary operations documentation and standards required for compliance and identified best practices;
- Promotes the use of IT systems best practices, methodologies, and procedures;
- Ensure system issues are resolved in a timely manner;
- Assist Technical Department employees in using the systems and troubleshoot the issues from system point of view;
- Maintain the Systems and User Accounts for Technical Division software and solutions, follow up the license usage;
- Maintain the licensed stand-alone Civil engineering software administration and distribution, follow up the licensing usage and renewal cycles;
- Follow up the data storage principles and capacities, define the rules if necessary;
- Work together with IT department on establishing and maintaining the User groups and managing the internal and external users and access level rights;
- Follows and understands latest technology, solutions, and industry trends;
- Collaborates with technical team leaders, inside and outside of the organization, to identify risks and constraints.

MONTHLY GROSS SALARY

Starting from 1430 EUR.

APPLICATION PROCESS

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 "**CDE SYSTEM AND USER ADMINISTRATOR**" to RB Rail AS: job@railbaltica.org. Application deadline: 13 December.



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