

DEPUTY PROJECT MANAGER, ESTONIA

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 **DEPUTY PROJECT MANAGER, ESTONIA**.

SUMMARY

The primary responsibilities of **Deputy Project Manager, Estonia** will be to serve as a deputy to Technical Project Managers responsible for Railway Design projects in Estonia.

QUALIFICATION

- Master's degree or equivalent in Civil Engineering.
- 5+ years' experience as civil engineer.
- 3+ years' experience in cooperation with customers, project management is desired.
- Knowledge and practical application FIDIC conditions of contract for design/or construction desired.
- Proficient in the MS Office Suite, and cad/modelling software. Strong working knowledge of MS Project or other similar planning tools.
- Experience in working with local standards and international standards such as Eurocodes.
- Project management experience (budgeting, estimating / forecasting / costing and reporting, resources planning, allocation and management).
- Well-developed communication skills, with ability to effectively interact with both the business partners and internal technical team members.
- Outstanding organizational abilities and technical mindset.
- Fluent in English and Estonian, and a good command of technical English.
- Resilient to coping with conflicting demands, able to prioritize duties and work under pressure.
- High ethical standards, honesty and impeccable reputation.
- Able to benchmark and apply best practices of large infrastructure projects.
- Solid oral and written presentation skills.
- Strive for continuous improvement and precision in every detail.

RESPONSIBILITIES

- Work as a deputy project manager for the appointed projects.
- Assist Technical Project Managers on assigned daily technical tasks and participate in meetings.
- Substitute Technical Project Manager during the absence if needed.
- To fully lead and co-ordinate the Detailed Technical Designs Estonian sections Design Expertise and Review service from the Client side as the Employers Representative.
- Develop tasks and objectives, ensure that all tasks are delivered on-time, in quality, within scope and budget.
- Coordinate and control internal resources and third parties/vendors for the flawless execution of tasks ensuring the delivery of the global project.
- Organize and facilitate project team meetings to achieve the planned results.
- Use appropriate verification techniques to manage changes in project scope, schedule and costs.
- In accordance with the employer's request and within the scope of the work responsibilities, to participate in the preparation of technical specifications and participate at the RB Rail AS public procurement committees.
- Close cooperation with national Implementing Bodies and other stakeholders.
- Measure project performance and report to Technical Project Managers.
- Perform risk management to minimize project risks.
- Create and maintain project documentation within the scope of the work responsibilities.

OFFICE LOCATION

Full time located in Tallinn and flexibility to work from any other office (Riga or Vilnius), when required.

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 "Deputy Project Manager Estonia" to RB Rail AS recruitment partners ARISTA Executive Search: job_railbaltica@aristaexecutive.com by 13 March 2020.

By submitting this application (CV, motivation letter, etc) the applicant provides the authorisation for the processing of personal data by RB Rail AS ("Controller") and SIA ARISTA Executive Search Latvia, Reg. No 40203075122, as its respective recruitment partners. The personal data indicated in the application documents will be processed for the purposes of the recruitment and hiring processes only as is legally permissible under Art. 6(1)(f) of Regulation (EU) 2016/679 (General Data Protection Regulation)



**Co-financed by the Connecting Europe
Facility of the European Union**