SENIOR CONTRACTS MANAGER, 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 safe 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.

RB Rail AS is looking for a new enthusiast, to COLLABORATE with our rapidly growing PROGRAM MANAGEMENT OFFICE in a position of SENIOR CONTRACTS MANAGER - LATVIA. The programme will develop and manage all technical aspects of the entire Rail Baltica project to achieve cross-border interoperability. 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.

PURPOSE OF THE ROLE
The overall role will be focused on providing contracts and commercial support to projects managers of all contracts managed by RB Rail. The initial focus will be on the Detailed Technical Design consultant contracts in Latvia, but this will transition into the construction contracts.

RESPONSIBILITIES
- Reviewing the commercial and contractual activities to ensure consistency of approach and quality of service;
- Participating in progress and review meetings with the consultants and contractors;
- Managing the processing for claims variations and other contractual matters;
- Ensuring that contracts are administered in accordance with the requirements of the Contract;
- Reviewing payment requests to ensure they comply with the requirements of the contract;
- Maintaining a register of potential and actual claims, potential variations and potential claims;
- Reviewing claims and variations from a commercial perspective including both cost and time elements;
- Liaising with legal department to develop any alterations to the contract documents if required as a result of a claim or variation;

QUALIFICATION
- Degree in engineering, project management, construction management or similar related field;
- Member of Royal Institute of Chartered Surveyors or Member of the American Association of Cost Engineers or Professional/Chartered Engineer or equivalent (preferred);
- 10-15 years of post-graduate experience including 5-10 year’s experience in commercial management of infrastructure projects;
- Experience with management/admistration of projects using NEC form of contract;
- Experience of working within a client’s project management team;
- Experience of working in the Baltic region (preferred);
- Fluent in English;
- Comfortable at working within a small team at the heart of a client organisation;
- Skilled at building relationships with senior management with the ability to effect actions within a team without having formal authority;
- Able to cope with a fast moving program in a dynamic environment with many issues arising on a daily basis. Able to prioritise these issues and help to facilitate their resolution;
- High ethical standards, honesty and impeccable reputation;
- Able to benchmark and apply best practices of large infrastructure projects;
- High level of knowledge of NEC contracts and best practice in variation controls and contract administration;
- Able to negotiate on behalf of a client management;
- Fluent in English;
- Able to handle multiple tasks and projects simultaneously;
- Able to work autonomously and within a team;
- Able to handle and prioritise a high volume of work;
- Able to travel and work under pressure.

ORGANISATION REPORTING STRUCTURE
Senior Contracts Manager will report to the Chief Project Management Officer, Management Board Member.

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

SALARY
Starting from 3900 EUR (before taxes).

APPLICATION PROCESS
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 Latvija, 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 process 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