

PROCUREMENT SPECIALIST, LITHUANIA

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 **PROCUREMENT SPECIALIST, LITHUANIA**.

SUMMARY

The Procurement Specialist, Lithuania will be responsible for undertaking the Rail Baltica project procurement requirements and processes in accordance with project objectives on behalf of the joint venture in Lithuania and managing procurement exercises according to the annual procurement plan and any emerging project requirements within its own area of responsibility. In particular, participate in the procurement commissions, develop procurement documentation, provide advice and guidance regarding procurement law and regulations to the contract/project delivery team.

QUALIFICATION

- 3+ years of experience in managing procurement exercises with a proven track record of success managing small-to-medium 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 Law of Republic of Lithuania and EU procurement directives.
- At least a basic understanding on how private sector businesses operate and manage their business requirements.
- Knowledge and practical application of FIDIC conditions of contract for construction would be an advantage.
- Proficient in the MS Office Suite and the Lithuanian state developed e-tendering system (CVPIS).
- University or other higher education degree with specialisation in Procurement, Law, Business Management, Finance, Supply Chain Management or other relevant degree applicable to exacting procurement tasks.
- Fluent in Business English and Lithuanian languages with good command of technical and legal English.
- Solid verbal, written and presentation skills, good organisational abilities and a technical mindset.
- High ethical standards, honesty and impeccable reputation.
- Able to benchmark and apply best procurement practices.
- Strives for continuous improvement and precision in every detail.

RESPONSIBILITIES

- Preparation of tender documentation, including review of technical specifications within own area of responsibility.
- Participation in Public procurement commissions in the status of a commission member and/or procurement specialist.
- Provide assistance with the review of possible contract supervision questions in ensuring that contract implementation is aligned with the public procurement law.
- Follow up on the updates in laws and regulations as aligned with the direct line manager related to procurement and industry, within own area of responsibility.
- Provide key support for the supervision of the Lithuanian National Procurement processes in accordance with the set guidelines and templates; work in procurement commissions.
- Work in partnership with other departments to create accurate and timely updates, escalate issues, and to implement resolutions in relation with procurement exercises within own area of responsibility.
- Work with national databases related to procurement procedures and e-tender system (CVPIS).
- Assist the direct line manager in the cooperation with local, regional, national, and international stakeholders and communicate with internal and external stakeholders within own area of responsibility on specific procurement exercise related matters.
- Work with national databases related to procurement procedures and CVPIS.
- Market research to identify potential suppliers, global and local sourcing, cooperation with experts and consultants.

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 "Procurement Specialist Lithuania" to RB Rail: job@railbaltica.org by 14 June 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"). 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).



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