Rail Baltica
Coordinated by RB Rail

Vacancy

SENIOR CONTRACTS 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.

RB Rail AS is looking for a new enthusiastic **COLLEAGUE** to **JOIN** our rapidly growing **PROGRAM MANAGEMENT OFFICE** in a position of **SENIOR CONTRACTS MANAGER - ESTONIA**. We plan, develop and manage all technical aspects of 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 in Estonia managed by RB Rail. The initial focus with be on the Detail Technical Design consultant contracts, 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 the a register of potential and actual variations, potential variations and potential claims;
- Reviewing claims and variations from a commercial perspective including both cost and time elements;
- Liaise with legal department to develop any alternations to the contract documents if required as a result of a claim or variation;
- Liaise with procurement department to ensure any variations are in accordance with procurement legislation;
- Provide input to procurement process for future contracts relating to contract administration elements, including lessons learned from existing contracts.

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 years' experience in commercial management of infrastructure projects;
- Experience with management/administration of projects using FIDIC form of contract;
- Experience of working within a client's project management team;
- Understanding of contract law in Estonia;
- 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 prioritize 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;
- Solid oral and written presentation skills;
- Strive for continuous improvement and precision in every detail;
- The right to live and work in the EU.

ORGANISATION REPORTING STRUCTURE

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

OFFICE LOCATION

Full time located in Tallinn and flexibility to work from any other office (Vilnius or Tallinn), 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 "SENIOR CONTRACTS MANAGER, ESTONIA" to RB Rail AS job@railbaltica.org by June 21.

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).

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

RB Rail AS
Reg. No. 40103845025
Address: K. Valdemāra iela 8, Riga, Latvia, LV-1010
Website: www.railbaltica.org