Vacancy

DEPUTY PROJECT MANAGER, LATVIA

Rail Baltica is the largest Baltic transport infrastructure project that will create the North – East economic corridor in 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 must 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 PROJECT MANAGEMENT team in a position of DEPUTY PROJECT MANAGER, LATVIA.

Our ambition is to plan, monitor and control the delivery the new best-in-class, innovative, environmentally friendly railway infrastructure with cost competitive technical solution in the region to improve the long-term well-being of the society of the Baltic States and European community. 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.

JOB PURPOSE

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

QUALIFICATION

Mandatory degree or equivalent in the field of civil/urban engineering or urban (transport) engineering.

5+ years’ experience as civil engineer

5+ years’ experience in cooperation with customers, project management, is desired.

Knowledge and practical application FIDIC conditions of contract for design/construction desired.

Proficient in the MS Office Suite, and CAD modelling software. Strong working knowledge of MS Project or other similar planning tools.

Spatial planners or other qualification certificate entitling the preparation of spatial planning documents in Latvia will be considered as an advantage.

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 monitoring).

Well-developed communication skills, with ability to effectively interact with both the business partners and internal technical team members.

Outstanding organisational abilities and technical mindset.

Fluent in English and Latvian, 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.

Oversee and coordinate spatial planning related processes in Latvia.

Represent RB Rail AS in working groups, meetings related to spatial planning in Latvia.

Truly lead and co-ordinate the Detailed Technical Designs Latvia sections Design Expertise and Review service from the Client side as the Employers Representative.

Assist Technical Project Managers on assigned daily technical tasks and participate in meetings.

Substitute Technical Project Manager during the absence if needed.

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 applications and participate at the RB Rail public procurement committees.

Close cooperation with national Implementing Bodies and other stakeholders.

Create and maintain project documentation within the scope of the work responsibilities.

OFFICE LOCATION

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

SALARY

Starting from 3000 EUR gross.

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, LATVIA” to RB Rail AS: job@railbaltica.org by July 5.

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 process only as is legally permissible under Art. 6(1)(f) of Regulation (EU) 2016/679 (General Data Protection Regulation).