

SENIOR PROCUREMENT SPECIALIST

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 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 **PROCUREMENT** team in a position of **SENIOR PROCUREMENT SPECIALIST**.

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 Senior Procurement Specialist, Estonia will be responsible for undertaking the Rail Baltica project procurement requirements and processes in accordance with project objectives for the joint venture in Estonia and managing procurement exercises according to the annual procurement plan and any emerging project requirements within its own area of responsibility. Participate in the procurement committees, develop procurement documentation, provide advice and guidance regarding procurement law and regulations to the contract/project delivery team, as well as provide support and assistance with (or perform) market research. Regularly report the status in Estonia to the Chief Procurement Officer and participate actively in the facilitation issue/risk management. Position may involve participation at the Latvian procurement commissions within the scope of responsibilities. Under Latvian Public Procurement law, it requires a status of state official and filing of a state official's declaration annually.

QUALIFICATION

- Bachelor's degree in Law, Business Administration, Finance, Project Management or another relevant Technical specialisation;
- 5+ years of experience in managing procurement exercises as a representative of Contract Authority or representative of Tenderer in a Project Management environment with a proven track record of success managing small-to-large scale procurement exercises;
- Experience with a proven record of accomplishment of public procurement documentation development and participation in the procurement committees (preferred) or deliver public procurement tender documentation and participation in large scale public procurements as an official representative of Tenderer;
- Good understanding and knowledge of project management- budgeting, estimating, forecasting, costing and reporting;
- Knowledge of the Public Procurement Act of Republic of Estonia and EU procurement directives;
- Outstanding organizational abilities, proactive and energetic individual who has technical and analytical mind and can see both the large picture and would not hesitate to dig in for details;
- Well-developed communication skills, with ability to effectively interact with both, the business partners and internal team members, willingness to work in a team environment;
- Resilient to coping with conflicting demands, able to prioritize duties and work under pressure;
- High ethical standards, honesty and impeccable reputation;
- Striving for continuous improvement and perfectionism in every detail;
- Proficient in the MS Office Suite with strong working knowledge of MS Project or other similar planning tools;
- Fluent in English and Estonian, and a good command of technical and legal English.

RESPONSIBILITIES

- Participate in national procurement committees and regularly communicate on their progress to the direct manager and the Country Manager, to inform program stakeholders of critical issues, project status, changes, etc.;
- Preparation of tender documentation, including review of and input for technical specifications within own area of responsibility;
- Participation in the RB Rail AS Public procurement commissions in the status of a commission member and/or procurement specialist, where RB RAIL AS is Contracting Authority;
- Provide key support for the supervision of the Estonian National Procurement processes in accordance with the set guidelines and templates; work in procurement committees;
- Provide assistance with the review of possible contract supervision questions in ensuring that contract implementation is aligned with the public procurement law;
- Market research to identify potential suppliers, global and local sourcing, cooperation with experts and consultants;
- 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;
- Assist the Country Manager and direct line manager in the management of the procurement plans and provide key support from the branch office in overseeing the execution of Rail Baltica project procurement exercises nationally in Estonia in line with the established plans for the global project;
- 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;
- Assist the country 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.

OFFICE LOCATION

Full time located in Tallinn and flexibility to work from any other office (Vilnius or Riga), 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 PROCUREMENT SPECIALIST, ESTONIA" to RB Rail AS: job@railbaltica.org by September 3.

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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