**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 procurements office in Estonia, and participate actively in the facilitation of procurements office in Estonia.

**QUALIFICATION**

- Bachelor’s degree in Law, Business Administration, Finance, Project Management or another relevant Technical specialization;
- 5+ years of experience in managing procurement exercises as a representative of Contract Authority or similar procurement office 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 large scale public procurements as an official representative of Tender System;
- Good understanding and knowledge of project management- budgeting, estimating, forecasting, cost- and reporting;
- Knowledge of the Public Procurement Act of Republic of Estonia and EU procurement directives;
- Experience of auditing, process improvement, financial, project management, technical and analytical mind and can see both the large picture and would not hesitate to dive in for details;
- Well-developed communication skills, with ability to effectively interact with both, the business partners and project stakeholders;
- High ethical standards, honesty and impeccable reputation;
- 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 line manager and the Country Manager, to inform program stakeholders of critical issues, project changes, status, costs, etc.;
- Prepare for procurement exercise related matters.

**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 at jobs@rb-rail.com by September 20.

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).

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

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**OFFICE LOCATION**

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

**JOB DEPARTMENT**

Senior Procurement Specialist

**COMPANY**

Rail Baltica is the largest Baltic transport infrastructure project that will create the North – East economic corridor to be covered by a high speed railway line with modern infrastructure for passenger and freight services, ensuring environmentally friendly and fast transport in Tallinn to the Lithuanian Polish border. Rail Baltica will connect the Baltic States and Central and Western Europe. The project is largely co-financed by the European Union. It must be well-governed, with clear financial management of procurement systems. RB Rail AS is looking for a new enthusiastic colleague to join our rapidly growing PROCUREMENT team in a challenging and unique 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 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 infrastructure. RB Rail acts as a main coordinator of the project.

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