

## CONSTRUCTION MATERIALS PROJECT MANAGER

**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. RB Rail AS is looking for a new enthusiastic and experienced **COLLEAGUE** to **JOIN** our rapidly growing team in a position of **CONSTRUCTION MATERIALS PROJECT MANAGER**.

### SUMMARY

The **Construction Materials Project Manager** will be responsible for directing and supervising individual projects and tasks within the global Rail Baltica project for and on behalf of the joint venture. In particular, managing implementation in accordance with the global project objectives and best practices of project management particularly related to the scope of works, time of the project implementation, budget control and the quality of the works. Regularly report the progress and status of the works to senior management and identify/manage issues/risks arising during the project works implementation. The Project Manager must exhibit strong leadership skills to indirectly manage resources and drive the project to successful completion on time, within dedicated budget and within required quality.

The projects related to the construction of Rail Baltica will vary in size and complexity over the life cycle of the construction. The initial project to be delivered will be the implementation of a consolidated component sourcing plan. The aim will be to put in place contracts for a range of construction materials that can be then utilised for the construction of Rail Baltica in all three Baltic states. The role will include providing project management in the procurement phase, as well as managing the ongoing component contracts ensuring components are available in a timely manner, to acceptable quality levels.

### QUALIFICATIONS

- University degree with specialization in Civil Engineering, or another relevant technical field;
- 5+ years of experience in Project Management (budgeting, estimating / forecasting / costing and reporting);
- Proven track record of success managing small to large scale projects (preferably in infrastructure construction field), using project management tools and integrated control techniques;
- Demonstrates strong oral and written communication and presentation skills, with the ability to effectively interact with both the business partners and internal technical team members;
- Experience in managing suppliers and third parties, in order to achieve project goals;
- Outstanding organizational abilities and technical mind-set;
- Ability to benchmark and apply the best practices of large infrastructure projects and organizations;
- Fluent in English and one of the Baltic country languages;
- Proficient in the MS Office 365.

### SOCIAL COMPETENCES

- Strong leadership skills with the ability to align with cross-functional team members and stakeholders;
- Comfortable speaking to all levels of leadership (Director, Vice President, etc.) and engaging with and co-ordinating multiple stakeholders;
- The ability to communicate clearly and persuasively, orally or in writing; provide argument bases analysis, listen and consider other's perspectives;
- Strive for continuous self-development;
- High ethical standards, honesty and impeccable reputation.

### RESPONSIBILITIES

- Manages plans and oversees execution of the assigned Rail Baltica project parts in line with the established plans, budget and quality for the global project;
- Identifies barriers and impediments precluding team members from making progress;
- Organizes and facilitates project/activity team meetings to achieve the planned results;
- Coordinates communications, escalates and facilitates the resolution of risks, issues and possible changes;
- Maintains transparent visibility of project progress status, issues, direction, decisions, etc., establishing themselves as a trusted advisor;
- Comes up with mitigation options to project issues/challenges (w/o waiting on direction) and always puts forward a recommendation with supporting justification;
- Manages budgets in terms of estimating forecasts, tracking actuals, reporting discrepancies and making adjustments accordingly;
- Works in partnership with other departments to create accurate and timely updates, to prioritize and escalate issues, and to facilitate resolutions;
- Facilitates meetings with all levels of the company, clearly articulating objectives, keeping people focused and walking out with identified action items and next steps;
- Communicates technical issues to non-technical people;
- Keeps top and senior management, team members and project/program stakeholders informed of critical issues, project status, changes, etc. on a consistent basis;
- Evaluates and ensures the technical parts of project development in compliance with technical standards and policies;
- Cooperates with local, regional, national, and international stakeholders and communicates with internal and external project stakeholders.
- In accordance with the employer's request and within the scope of the work responsibilities, to participate in the preparation of technical specifications and participate at the RB Rail AS public procurement committees (employee shall have no obstacles to become a Latvian state official).

### ORGANISATION REPORTING STRUCTURE

The Construction Materials Project Manager will report to the Head of Project Management.

### OFFICE LOCATION

Full time position, located in Riga.

### SALARY

Starting from 3700 EUR (before taxes).

### APPLICATION PROCESS

If you feel that your experience and personality match the respective position and you are willing to be a part of the challenging and unique project, please, send your Motivation letter and Resume (CV) in English with the subject "Construction Materials Project Manager" till 28th September 2020 to e-mail: [rbrail@cvor.lv](mailto:rbrail@cvor.lv).

*By submitting this application (CV, motivation letter, etc) the applicant provides the authorisation for the processing of personal data by RB Rail AS ("Controller") and SIA "Recruitment Latvia", Reg. No 40003955719, as its respective recruitment partners. 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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