

PROCUREMENT 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.

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. Developing the Rail Baltica project, the joint venture team is looking for a **PROCUREMENT MANAGER, ESTONIA**.

SUMMARY

The Procurement Manager bears the responsibility for procurement exercises within its assigned portfolio. This includes leading a team of procurement specialists, planning procurement activities, quality management of the output of the procurement exercises and tasks within the team, as well as ensuring that the procurement strategy along with applicable policies, guidelines, law and regulations are followed, effectively and efficiently managed. The Procurement Manager shall also participate in the streamlining of business processes and simplification of work tasks. The Procurement Manager will provide advice and guidance regarding procurement law and regulations to the contract/project delivery team, as well as provide support and assistance with market research. Regular reporting to the Chief Procurement Officer (CPO) and active participation in the facilitation of issue/risk management. The position may involve participation in Latvian procurement commissions. Under the Latvian Public Procurement law, it will require registering as a state official and filing of the annual state official declarations. The Procurement Manager shall also participate in the streamlining of business processes and simplification of work tasks.

REQUIREMENTS

- Bachelor's degree in Procurement, Supply Chain Management, Law, Business Administration, Finance, Project Management or other relevant degree applicable to exacting procurement tasks;
- 5+ years of experience in managing procurement exercises in a Project Management environment with a proven track record of success managing small-to-large scale, preferably infrastructure and/or railway procurement exercises;
- Must have experience with a proven record of accomplishment of public procurement documentation development and participation in the procurement committees;
- Must be able to work well both in a team and individually;
- Knowledge of the Public Procurement Law of Estonia and EU procurement directives;
- Good understanding and knowledge of the public procurement policies, procedures, guidelines, manuals and standard bidding documents of legislation relevant to procurement and its related procedures;
- Proficient in the MS Office Suite with strong working knowledge of Microsoft Project;
- Comfortable speaking to all levels of leadership (Director, Vice President, etc.) and engaging with and co-ordinating multiple stakeholders;
- Demonstrated problem solving ability, resilient to managing conflicting demands, able to prioritise duties and work under pressure;
- Solid verbal, written and presentation skills;
- Outstanding organisational abilities and technical mindset;
- Fluent in Business English and Estonian languages, good command of technical and legal English;
- High ethical standards, honesty and impeccable reputation;
- Able to benchmark and apply best practices of large infrastructure projects and organisations;
- Strives for continuous improvement and precision in every detail both individually and on a team level;
- The following will be of an additional advantage:
 - Knowledge and practical application of FIDIC conditions of contract for construction;
 - Good understanding and knowledge of project management budgeting, estimating/forecasting/costing and reporting (experience would be preferable);
 - Good understanding of how private sector businesses operate and manage their business requirements.

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;
- Manage, lead and grow a small team of procurement specialists, foreseeing their future needs, including resource planning within the team. Delegate authority and assign work to subordinate staff, aligning it with their qualifications and existing workload. Supervise the work of team members to ensure compliance with applicable laws, policies and procedures;
- Ensure purchasing practices are consistent, open, and designed to encourage maximum competition and best value procurements, in accordance with the Common Procurement Standards and Guidelines, with procurement exercises efficiently undertaken, adopting the most appropriate applicable procurement procedures;
- Ensure the management of procurement activities' planning within the team in accordance with the Global Project time schedule;
- Procurement documentation development, review and management, providing the required procurement input and guidance into the drafting of technical specifications from the procurement perspective; Sustain and improve information flow and communication between procurement team and other stakeholders within its area of responsibility, both internally and externally;
- Responsible for identifying and managing procurement related risks within its area of responsibility (including assessment of delays and eligibility, e.g. in relation with alignment with funding agreements and auditability);
- Review and execute contracts, purchase orders, and other documents within delegated authority, collaborate with RB Rail's legal counsel;
- Involvement in the establishment and maintenance of procurement policies, informing the team of relevant legislation and regulation developments on the national and EU levels, ensuring they are adopted in the procurement exercises, if relevant;
- Involvement in the development of annual procurement strategy and procurement plan;
- Report progress and status updates to the CPO on delegated activities;
- Compliance with all National Legislation and EU Procurement Directives, Guidance's and best practices, ensuring high standards in undertaking activities, communication and preparation of documentation, including the development and application of most appropriate tender evaluation and qualification criteria in line with best practice and particular procurement exercise requirements;
- Create and improve best-practice based processes in alignment with the CPO;
- Manage additional human resources if such are agreed to be deployed for the purpose of assisting the team: consultants, experts for preparation of procurement documentation;
- Participation and support in audits on related procurement matters;
- Procurement document control and archiving according to applicable requirements, laws, policies;
- Any other tasks that are relevant to the area of responsibility, instructed by the Head of Procurement department.

OFFICE LOCATION

Full time position, located in Tallinn, Estonia.

SALARY

Starting from 3300 EUR (before taxes).

APPLICATION PROCESS

If you are willing to be a part of the challenging and unique project, and your experience and personality match the position's requirements, please, send your CV and motivation letter in English with the subject "PROCUREMENT MANAGER ESTONIA" to RB Rail AS recruitment partners SIA "Recruitment Latvia": rbrail@cvor.lv by 8 January 2021.

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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