Vacancy

PROCUREMENT SPECIALIST, LATVIA

RB Rail AS is the largest Baltic transport infrastructure project in a position of 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 develop and manage all technical aspects of Rail Baltica project to achieve cross-border interoperability.

We are looking for an enthusiastic colleague to join our growing team in a position of PROCUREMENT SPECIALIST.

OFFICE LOCATION

Full time located in Riga, Latvia.

SALARY

Starting from 1700 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 SPECIALIST" to RB Rail AS recruitment partners SIA "Recruitment Latvia": rbrail@cvor.lv by 9 March 2021.

By submitting this application (CV, motivation letter, etc) the applicant provides the authorisation for the procurement and participation in the procurement commissions as well as provide support with market research. Please note that the participation in procurement commission requires obtaining a Latvian state official status.

REQUIREMENTS

- 3+ years of experience in managing procurement exercises with a proven track record of success managing small-to-medium scale, preferably infrastructure and/or railway procurement exercises.
- Must have experience with a proven record of accomplishment of procurement documentation development and participation in the procurement commissions.
- Good knowledge of the Public Procurement Law of Republic of Latvia and EU procurement directives.
- At least a basic understanding on how private sector businesses operate and manage their business requirements.
- Knowledge and practical application of OJEU conditions of contract for construction would be an advantage.
- Proficient in the MS Office Suite and the Latvian state e-tendering system.
- University or other higher education degree with specialisation in Procurement, Supply Chain Management, Law, Business Management, Finance or other relevant degree adequate to executing procurement tasks.
- Fluent in Business English, Latvian and Russian languages with good command of technical and legal English.
- Solid verbal, written presentation and communication skills, good organisational abilities and a technical mindset.
- Good knowledge of the Public Procurement Law of Republic of Latvia and EU procurement directives.
- Good understanding and knowledge of the principles of project management, estimating/forecasting, costing and reporting.
- Experience in managing procurement exercises in a Project environment.

RESPONSIBILITIES

- Preparation of tender documentation, including review of technical specifications within own area of responsibility.
- Participation in the procurement commissions in the status of a commission member and/or procurement specialist.
- Provide assistance with the review of possible contract supervision questions in ensuring that contract implementation is aligned with the public procurement law.
- 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.
- Provide key support for the supervision of the Latvian-National Procurement processes in accordance with the annual procurement plan and any emerging project requirements within its own area of responsibility.
- 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 the E-Tender system.
- Assist the direct line 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.
- Provide assistance with the review of possible contract supervision questions in ensuring that contract implementation is aligned with the public procurement law.
- Provide key support for the supervision of the Latvian-National Procurement processes in accordance with the annual procurement plan and any emerging project requirements within its own area of responsibility.
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