

STRATEGY & DEVELOPMENT PROJECT COORDINATOR

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 growing team in a position of **STRATEGY & DEVELOPMENT PROJECT COORDINATOR**.

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 AS acts as a main coordinator of the project.

SUMMARY

The position shall contribute a multidimensional coordination, administration and reporting capacity to support and streamline the implementation of projects and activities under the responsibility of the Rail Baltica Strategy & Development team, including in areas related to Rail Baltica long-term commercialization, marketing, business and supplier relationship management, transport economics and development studies, long-term business planning and market development, intermodal logistics and innovation/digitalization.

REQUIREMENTS

- Bachelor's degree in project management, business administration, transport management, infrastructure development, EU studies or other field relevant to the Rail Baltica project; Master's degree will be viewed as an advantage.
- At least 5 years of professional experience related to the responsibilities described below, including large project management, stakeholder management, procurement, reporting and task coordination. The following experiences are particularly desirable and will be viewed as an advantage: transport infrastructure development, EU project management, international cooperation, team management/leadership roles.
- Familiarity with reporting requirements and eligibility aspects of large EU-funded infrastructure projects, as well as ability to assist in identifying new opportunities in existing and alternative EU funding schemes.
- Experience in activity-based budget planning and supervision.
- Familiarity with digital document/task management systems.
- Strong understanding of the procurement process. Experience with public procurement, ideally, in an EU funding context, will be viewed as an advantage.
- Strong proficiency in the Microsoft 365 productivity tools, including but not limited to Teams, office suite, Power BI budgeting tools, as well as strong overall computer and online literacy.
- Fluency in English as the primary working language (both written and spoken, at least CEFR language proficiency level C1) Familiarity with multimodal transport, logistics and EU project management terminology will be viewed as an advantage.
- Strong communication skills and willingness to work in a closely collaborative team environment.
- Resilience to coping with complexity and conflicting demands; high stress resistance; attention to detail.
- High ethical standards, integrity, and an impeccable reputation.
- Commitment to excellence and continuous improvement.

RESPONSIBILITIES

- Provides administrative support and project coordination for Rail Baltica Global Project activities under the Department's responsibility, including but not limited to in the areas of infrastructure commercialization, marketing, business and supplier relationship management, transport economics and development studies, long-term business planning and market development, intermodal logistics and innovation/digitalization.
- Ensures a one-stop interface for horizontal tasks/enquiries vis-à-vis the company's administrative/support departments (e.g. Finance, Procurement, Project Planning, IT, Legal etc).
- Assists Head of Department in budget planning & supervision and ensures close cooperation with the Finance team.
- Coordinates the Department's reporting duties and, with inputs from other team members, prepares final reports (including weekly/monthly reports, Action Status Reports, activity-specific Milestone Reports), as well as manages external and internal audit enquiries.
- Liaises closely with the Procurement team to facilitate a smooth preparation and processing of the Department's procurement exercises.
- Coordinates and administers the Company's commercial and strategic memberships of industry organizations (including UIC and CER).
- Coordinates and helps supervise department-level work-streams, including with respect to task execution, document and information flow management, KPI monitoring, Activity Milestone achievement etc. Monitors and ensures updates to Department's activities in the Global Project Gantt Chart.
- Monitors the compliance of Department's activities with Company-level internal policies, including but not limited to Project Management Guidelines.

OFFICE LOCATION

Full time position, located in Riga.

SALARY

Starting from 2700 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 "STRATEGY & DEVELOPMENT PROJECT COORDINATOR" to RB Rail AS recruitment partners "Recruitment Latvia": rbrail@cvor.lv by 28 February 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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