Vacancy

IT SYSTEM ADMINISTRATOR

RB Rail AS is the largest Baltic transport infrastructure project that will create the North –
eastern corridor within the Baltic States and Central and Western Europe. The project is largely
co-financed by the European Union. It must be the well-governed, with clear financial flows and
procurement systems. RB Rail AS is looking for a new enthusiastic COLLEAGUE to join our growing IT
team in a position of IT SYSTEM ADMINISTRATOR.

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 acts as a main coordinator of the
project.

SUMMARY

Common Data Environment for Rail Baltica consists of multiple solutions, such as ProjectWise Connect, ArcGIS
Enterprise, SharePoint and possible future solutions. The system administrator should manage and maintain
these systems and users, plan, implement and test solutions.

REQUIREMENTS

- Higher education in IT, Systems Engineering or relevant;
- At least 1-3 years proven working experience as System and User Administrator;
- Knowledge of IT infrastructure architecture;
- Good knowledge of computer network and user administration;
- Good knowledge of Microsoft technologies: Office 365, Active Directory, PowerShell, Azure and others;
- Solid verbal, written and presentation skills;
- Outstanding organizational abilities and technical mindset;
- Resilient to coping with conflicting demands, able to prioritize duties and work under pressure;
- Fluent in English and good command of technical English;
- High ethical standards, honesty, and impeccable reputation;
- Ability to show initiative, a high level of responsibility and take ownership for problem solving.
- Must have strong communication skills and a willingness to work in a team environment;
- Experience with ProjectWise Connect or ArcGIS Enterprise systems shall be considered as an advantage;
- Experience with 3D modelling and design tools in large infrastructure projects, BIM systems, large scale
planning tools (Oracle Primavera P6, Safran etc) is not required but would give a strong advantage;
- Ability to work in a team environment.

Responsibilities

- Configure and maintain the business software applications, including Microsoft Office 365
- Coordinate the necessary operations documentation and standards required for compliance and identi-
- fied best practices
- Promote the use of IT systems best practices, methodologies, and procedures
- Ensure system issues are resolved in a timely manner
- Assist Technical Department employees in using the systems and troubleshoot the issues from system
point of view
- Maintain the Systems and User Accounts for Technical Division software and solutions, follow up the
license usage
- Maintain the licensed stand-alone Civil engineering software administration and distribution, follow up the
licensing usage and renewal cycles
- Follow up the data storage principles and capacities, define the rules if necessary
- Work together with IT department on establishing and maintaining the User groups and managing the
internal and external users and access level rights
- Follows and understands latest technology, solutions, and industry trends
- Collaborates with technical team leaders, inside and outside of the organization, to identify risks and
constraints

OFFICE LOCATION

Located in Riga, Latvia.

SALARY

Starting from 2200 EUR gross.

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 “IT SYSTEM
ADMINISTRATOR” to job@railbaltica.org by April 11, 2021.

RB Rail AS
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Address: K. Valdemāra iela 8, Riga, Latvia, LV-1010
Website: www.railbaltica.org

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By submitting this application (CV, motivation letter, etc) the applicant provides the authorisation for the pro-
cessing 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
Article 6(1)(f) of Regulation (EU) 2016/679 (General Data Protection Regulation)