Job Position: Procurement Specialist, Latvia

Country: Latvia

Vacancy: The Procurement Specialist, Latvia will be responsible for undertaking the Rail Baltica project procurement activities in accordance with project objectives for the joint venture and managing procurement exercises according to the annual procurement plan and any emerging project requirements within its own area of responsibility. In particular, participate in the procurement commissions, develop procurement documentation, provide advice and guidance regarding procurement law and regulations to the contract/project delivery teams, as well as provide support with market research. Please note that the participation in procurement commissions requires obtaining a Latvian state official status.

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 procurement guidelines and templates.
- 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.
- 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 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.
- Experience in managing procurement exercises in a Project environment.
- Preparing and reviewing all procurement documentation.
- Ensuring compliance with all legal and regulatory requirements.
- Collaborating with external partners to ensure successful project delivery.
- Strong understanding of procurement law and regulations.
- Ability to manage multiple projects simultaneously.
- Excellent written and verbal communication skills.
- Ability to work under pressure and meet deadlines.

Requirements:
- Good understanding and knowledge of the principles of project management, estimating/forecasting, contracting, and reporting.
- Experience in managing procurement exercises in a Project environment.
- Proficient in the MS Office Suite and the Latvian state e-tendering system.
- At least a basic understanding on how private sector businesses operate and manage their business requirements.
- High ethical standards, honesty and impeccable reputation.
- Solid verbal, written and presentation skills, good organisational abilities and a technical mindset.
- Fluent in Business English and Latvian languages with good command of technical and legal English.
- Able to benchmark and apply best procurement practices.
- Experience in managing procurement exercises in a Project environment.
- Good understanding of procurement law and regulations.
- Ability to work under pressure and meet deadlines.
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