JOB PURPOSE:
Reporting directly to the Chief Programme Management Officer, the Head of Project and Reporting will be responsible for providing leadership and direction to the Project and reporting team and support required in the implementation of the project.

This will include providing a considered view of project status, key metrics and resource capacity at a point of decision. The ability to influence the balance of resources to show cost and schedule compliance is required. The Head of Project and Reporting will control and monitor the progress of the project, highlight potential risks and ensure that they are being followed.

We are looking for motivated and enthusiastic Project controls professional to join our growing team in a position of Head of Project Controls and Reporting.

Our ambition is to plan, monitor and control the delivery the new best-in-class, innovative, environmentally friendly rail 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, monitor and control the delivery of the global project.

QUALIFICATIONS

- Proficient in the MS Office 365, experience with Primavera P6 or similar project management system
- Fluent in English
- Excellent organizational skills
- Ability to interact engendering with cross functional, multi-disciplined groups to challenge and provoke efficiency
- Ability to listen and work effectively in different situations and call out a variety of tasks

Responsibilities

- Lead and manage the development of activity plans for funding applications from European Commission, based on priorities within the Global Project Gantt Chart
- Lead and manage the development of status update reports to European Commission on progress against activities
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- Develop and maintain professional relationships with key internal and external stakeholders, including EB and lead partners
- Ensure effective change management is implemented across the global project
- Ensure that effective processes are in place for the management of cost, schedule, risks and change, and that they are being followed
- Support resource planning activities within the organisation based on the overall project schedule breakdown structure, and the overall project, highlighting potential bottlenecks or issue avoidance (positive or negative)
- Ensure the project controls processes, procedures and tools are of high quality, fit for purpose and compliant with business requirements
- Ensure effective change management is implemented across the global project
- Lead and manage the development of activity plans for funding applications from European Commission, based on priorities within the Global Project Gantt Chart
- In consultation with the Regional Programme Lead, prepare and update the Gantt Chart for relevant parts of the project and report variances
- Develop and maintain professional relationships with key internal and external stakeholders, including EB and lead partners
- Ensure the project controls processes, procedures and tools are of high quality, fit for purpose and compliant with business requirements
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Salary

Starting from 8500 EUR (before taxes).

APPLICATION PROCESS

If you are willing to be part of the challenging and unique project, you must express your personality and interest thoroughly through a motivation letter. If you qualify, you will be invited to the interview process. Please submit your application and motivation letter in English with the subject “Head of Project Controls and Reporting” to the email address: HR@railbaltica.org.