

## PROCUREMENT SPECIALIST, LATVIA

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 PROCUREMENT SPECIALIST, LATVIA.

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.

### JOB PURPOSE

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 team, as well as provide support with market research. Please note that the participation in procurement commissions 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 FIDIC 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 applicable to exacting procurement tasks.
- Fluent in Business English and Latvian languages with good command of technical and legal English.
- Solid verbal, written and presentation skills, good organisational abilities and a technical mindset.
- High ethical standards, honesty and impeccable reputation.

- Able to benchmark and apply best procurement practices.
- Strives for continuous improvement and precision in every detail.

The following, in combination with the above will be considered as additional advantage:

- 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 set guidelines and templates; work in procurement commissions.
- 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.
- Market research / support with market research to identify potential suppliers, global and local sourcing, cooperation with experts and consultants.

## OFFICE LOCATION

Full time located in Riga, Latvia

## SALARY

Starting from EUR 1700 GROSS (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](mailto:rbrail@cvor.lv) by October 15, 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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