

The Foundation
“Liepāja 2027 Foundation”
Dārza 4/8, Liepāja, LV-3401, birojs@liepaja207.lv, www.liepaja2027.lv/eng

Job Vacancy for Procurement Lawyer

Workplace: Liepāja, Dārza iela 4/8
Form of Work: In-person, Liepāja
Start Date: November, 2024
Workload: Full-time, Indefinite contract
Full-time salary: EUR 1800 before tax

Position: Procurement Lawyer

Main Responsibilities: Draft and manage legal documents and organize procurement procedures for the Liepāja 2027 Foundation.

- Draft and manage legal documents for the Liepāja 2027 Foundation, including contracts, regulations, and internal normative acts, ensuring alignment with the Liepāja 2027 strategy.
- Oversee and fully manage procurement procedures in compliance with the Public Procurement Law;
- Serve as an active member of the Procurement Commission, participating in all relevant activities;
- Participate in procurement processes and provide professional and legal support for the team in procurement cases outside the Public Procurement Law, including price surveys and market studies;
- Plan and oversee the execution of procurement procedures for Liepāja 2027 programme projects, ensure the preparation and organisation of the procurement procedures;
- Contribute to project planning and execution, particularly in matters related to external funding and procurement needs;
- Monitor the progress and resource utilization of co-financed projects, including managing project reports and ensuring proper documentation is submitted.

Required Education: Higher education in Legal Law

Required Knowledge and Skills:

- Comprehensive understanding of the project goals and objectives of Liepāja as the European Capital of Culture 2027;
- Strong legal expertise in public sector principles and processes;
- In-depth knowledge of public procurement processes and proficiency in using public procurement systems;
- A keen interest in, and solid understanding of, art and cultural developments in Latvia and internationally;
- Familiarity with the culture sector’s operations, including activity planning, project implementation, and financial and document management shall be considered as an advantage;

- Ability to independently manage and oversee work processes, make decisions, and efficiently plan and organise tasks, including developing and executing procurement plans in collaboration with team members and available resources;
- Proven capability to prioritise and manage both long-term and short-term tasks within project timelines;
- Exceptional communication skills;
- Proficiency in the Latvian language;
- Knowledge of additional foreign languages shall be considered as an advantage.

Required Experience:

- A minimum of 3 (three) years' experience in drafting and reviewing legal documents;
- At least 3 (three) years of experience in managing public procurement processes;
- Experience with public procurement in the culture sector shall be considered as an advantage.

Please send your CV and cover letter **by 10 October 2024** to birojs@liepaja2027.lv