



Trans Adriatic Pipeline Internship program

Frequently Asked Questions and Answers

Q: I am a recent Mastergraduate. May I apply for an internship position?

A: You may apply for an internship position as long as you fulfil alleligible criteria.

Q: What is the duration of an internship period?

A: You have to commit yourself to work on a part-time basis spending at least 2 ½ days a week (20 hours/week) for a period of SIX MONTHS.

Q: Will I be paid during the internship?

A: You will be paid for the internship as per local legislation requirements.

Q: What language is used and which language shall I use in my application materials:

A: The corporate language is English. For faster and easier processing, the documents such as CV, application letter, reference letter, must be completed in English language.

Q: What is a background check/screening and who does it?

A: Integrity is a value which TAP takes extremely seriously. For this reason the Company conducts background screening. The receipt of satisfactory results are usually a prerequisite for the offering of a position to a candidate. Background checks for internship candidates are conducted by TAP's Compliance Department; this helps ensure a sound hiring decision is taken and protect the employer from a number of potential risks.

Q: If I am offered an intern position, will I sign a contract?

A: To do an internship with TAP Albania you will sign an internship contract with a TAP designated Agency. TAP's Code of Conduct and other policies and procedures will be part of the contract.

Q: What can I expect on my first day as intern?

A: An orientation guide will be given to all interns on the first day of the Programme.



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Q: Will someone support me during the course of the internship?

A: The intern will be extensively coached and supervised by a mentor and a supervisor, each having a specific role for the duration of the Internship.

Q: Is the internship offered, full-time or part-time?

A: The Internship is offered on a part-time basis of not less than 2½ days a week (20 hours per week) for a period of six months. The working schedule will be agreed between mentor, supervisor and intern.

Q: Will I have health insurance coverage during the internship?

A: Social security and health insurance will be paid for each intern during the internship period, as per local legislation.

Q: Can my contract be terminated?

A: The internship contract may be terminated with immediate effect in case of a breach of the contract or if the intern does not follow his/her duties or TAP policies.

Q: Where is my place of work?

A: The intern's work location is at TAP's Offices in Tirana. However, during the course of the internship period field trip(s) may be organized to other locations where TAP conducts its activities in Albania.

Q: Who will pay for my travel and accommodation expenses?

A: All travels and accommodation made during the course of the internship will be paid as per company policies. No payment will be made for living expenses (e.g. accommodation and travel in Tirana).

Q: May I apply for full-time position on the TAP project after the internship?

A: After successful completion of your internship you may apply for any TAP advertised vacancy. You may also use the internship reference to apply to any TAP contractor or sub-contractor company.