

Recruitment Process

Processing of applications

Processing applications

Step	Processing Application	Response
Step 1	Verification that candidate meets qualification criteria. Only successful candidates will go to the next step.	All candidates will be notified of their application status and progress via e-mail.
Step 2	Evaluation of submitted documentation: Compliance for the internship position, Ability to meet internship's position objective and personal motivation and Reference letter. Only successful candidates will go to the next step.	All candidates will be notified of their application status and progress via e-mail.
Step 3	Face-to-face interview with TAP recruitment panel. Only successful candidates will go to the next step.	Candidates will be notified by email accordingly on the outcome of their panel interview.
Step 4	Integrity is a very important value to TAP. For this reason the Company conducts background screening by TAP's Compliance Department. Only successful candidates will go to the next step.	Candidates will be notified by email accordingly.
Step 5	Signing of the contract for the internship with a TAP designated Agent (Dr.Pendl & Dr.Piswanger)	Successful candidates will be notified by email accordingly.
Step 6	Start of internship period	Tentatively 1 July 2017



Trans Adriatic Pipeline



TAP Internship program

Get international experience with real work!

Additional Information

For more information about TAP Internship Program, please email to: TAP_Internship@pendlpiswanger.al

Contacts

Dr.Pendl & Dr. Piswanger Albania

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Internship opportunities

Cost Controlling / Finance • Pipeline Delivery • HSE Engineer
Stakeholders Management • Land Easement and Acquisition
Contracts and Procurement • CSR



Apply now

Submit your application
within 5 June 2017 to:

TAP_Internship@pendlpiswanger.al

About the internship program

Trans Adriatic Pipeline is launching the Second Round of Internship Program, opened to all students that are interested in gaining experience from one of the most important energy projects in Europe. This is an opportunity for students to have first hands-on exposure to a real time project in key functional areas, working with international experts and start building a career network.

The Internship is an excellent way to get to know TAP from inside and get engaged with the specific workings of the industry. The successful interns will be involved in on-going projects that are specifically designed and suited for their interests and abilities. The intern will be guided by a highly experienced and dedicated mentor and supervisor during his/her internship experience in TAP.

We aim to identify, attract and retain the best qualified candidates and helping them develop their careers.

Qualification Requirements for successful candidates:

The following eligibility requirements apply to TAP internship programme:

- Candidates must be a bachelor graduate (undergraduate studies completed), or currently a Master's degree student not older than 26 years of age.
- Candidates should be graduated or enrolled in study programs related to the internship opportunities available at the commencement of every internship application process.
- Candidates should have completed their studies at or be currently enrolled by a university operating in Albania. Candidates must be fluent in English and Albanian and must be able to work in both languages.
- Candidates must be able to provide commitment to the Internship program on a part-time basis for a period of six continuous months of at least 2 ½ days a week (20 hours/week).

Selection of Candidates

Candidates who meet the entrance qualification criteria are encouraged to apply by submitting their full application and supporting documentation:

- Specification of the internship discipline for which the application is submitted for.
- A letter of motivation of not more than 250-300 words, stating applicant's motivation, qualification (scholastic and extra-curricular activities) for role applied for, expectations from the TAP Internship and how he/she identifies with the Internship's goal.
- Up-to-date Curriculum Vitae (with passport photo)
- Two personal reference letters

The above mentioned documents, all to be completed in English, are to be sent to TAP_internship@pendlipiswanger.al

Deadline for submission of applications is **5 June 2017, 17:00 hrs.**

Incomplete or late applications will not be considered.

Internship positions

Cost Controlling /Finance (Job Description)

- Assisting with compiling cost and budget reports – consolidating information from contractor's data.
- Consolidation of the weekly/monthly reports.
- Consolidation of actions associated with risks and with general Project Management actions.
- Filing and organisation of SharePoint folders and hard copy folders as necessary.

Pipeline Delivery (Job Description)

- Assists and supports Pipeline Delivery Manager in daily operations.
- Assist with project documentation, document meeting minutes, and project action/task items); create/analyse process workflows to increase efficiency with other departments.
- Permit assistance and help with applications.
- Visits to site 1-2 days every other week.

HSE Engineer (Job Description)

- Supports implementation and maintenance of the site HSS, control of significant aspects and risks and achievement of HSE objectives/targets.
- Update and maintain legislative OHS register.
- Participate in site field inspection, understanding risks and preventive measures in a construction project.

Stakeholders Management (Job Description)

- Keep evidence and track the issues/commitments raised/committed in the SE activities, from/to local authorities, based on the SGM input.
- Prepare/Verify/review MoMs, prepared by SE team, and enter them in SGM system.
- Track stakeholder correspondences (letters, etc.) and coordinate among teams facilitating actions to be closed.
- Collate SE team periodical reports (weekly, monthly) and produce the final one.

Land Easement and Acquisition (Job Description)

- Assist in the process: of checking & approving: Land Acquisition and Easement- Voluntary Agreements.
- Assist in the process of: Reviewing Payment Proposals and Acceptance Statement for land access secured through Expropriation Process.
- Assist in the process of: Recording & Investigation and Solving LEA requests for information; claims & grievances.

Contracts and Procurement (Job Description)

- Reviewing correspondence and identifying actions.
- Reviewing and preparing payment reports.
- Identifying and documenting Variations.
- Maintaining Project Contracts Reports.
- Assisting in maintaining claims files.

CSR (Job Description)

- Assist with compiling SEI Monitoring, Reporting and Evaluation related data.
- Archiving and organizing periodic reports from SEI Contractors; organize a photographic archive of SEI Projects; MoMs for engagements with authorities and other reports as required.
- Assist in preparation of site inspections.
- Follow up support on internal audit findings as appropriate.