



INSTITUT INTERNATIONAL DU FROID
INTERNATIONAL INSTITUTE OF REFRIGERATION

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IIFIR.ORG
in |  |  | 
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TECHNICAL PROJECT MANAGER

at the International Institute of Refrigeration (IIR)

ABOUT US

IIR is an intergovernmental organisation involving 59 member countries in various regions of the world, fostering collaboration and enhancing knowledge on all aspects of refrigeration and heat pumping technologies and their applications to contribute to a sustainable future for all.

The organisation is based in Paris. It comprises 12 staff members working at the head office and over 300 experts around the world with unique and unparalleled expertise in the refrigeration and heat pump fields.

JOB SUMMARY

The IIR is involved in a diverse range of projects supporting academia (e.g. EU and international funded projects) and countries (e.g. development projects) at both communication, dissemination and technical expertise levels. The role will strengthen the IIR's department in charge of EU and international programmes by supporting a number of dissemination activities related to ongoing projects and ensuring that technical input to projects is of high quality. In addition, the employee will develop and secure new projects for the IIR and ensure that they are delivered on time and to a high standard.

The employee will work in the IIR's European and International Programmes Department.

JOB DESCRIPTION

- Engage with network and establish the IIR as a strategic partner contributing to both technical and dissemination activities.
- Contribute to the development of project proposals, clearly defining the technical scope, deliverables, and budget.
- Contribute technical expertise to the IIR's research and development projects, ensuring continuous progress and successful completion.
- Provide regular progress updates and reporting to the IIR's Head of EU and International Programmes and to the coordinators of IIR funded projects.
- Lead and moderate sessions to ensure productive discussions and achievement of objectives of IIR sessions.
- Travels within Europe and internationally will be required to attend project meetings.

- Prepare and publish reports documenting project findings, technical analysis, and progress.
- Ensure scientific rigor and accuracy in all documentations.
- Facilitate publications in high-quality international journals and specialised magazines.
- Coordinate and deliver IIR training programs, tailoring content to participants' technical needs, and skill levels.
- Collaborate with projects partners to update and improve training materials.
- Develop content for publications, presentations, and educational materials.
- Coordinate technical tasks of IIR experts, ensuring clear communication and role assignments.
- Monitor contributions to ensure timely delivery of high-quality project outcomes.

QUALIFICATIONS

Mandatory

- Advanced university degree in engineering or physical sciences.
- Scientific and technical knowledge in refrigeration and heat pump technologies.
- Excellent writing skills and experience with drafting reports.
- Fluency in English (both written and spoken).
- A collaborative approach to working with colleagues and achieving organisational goals.
- Excellent knowledge of IT tools (MS Teams, MS PowerPoint, MS Excel, MS Word, Outlook)

Preferred

- Scientific writing skills.
- Knowledge in techno-economic analysis and life cycle assessment (LCA).
- Numerical tools, MatLab, EES, Dymola, CoolPack, Trnysys....
- Fluency in French is preferred. If this is not the case, the employee must undertake to start learning French within six months of the start of the contract and to demonstrate continuous improvement in their language skills during the period of employment. The IIR will cover the (reasonable) cost of language courses. Speaking and writing other languages is an asset.
- Excellent verbal communication skills.

MISCELLANEOUS

- Place of work: IIR head office: Paris, 177 boulevard Malesherbes.
- Contract details: 3-year fixed-term contract with a 6-month renewable trial period.
- Working hours: 37.5 hours/week, paid holiday, remote working is possible one day per week.
- Cover letter and CV to be sent in English and French to the IIR secretariat (iif-iir@iifiir.org) with cc to Dr. Ina [Colombo \(i.colombo@iifiir.org\)](mailto:i.colombo@iifiir.org).