

Job Title: Policy and Research Intern

Department: Policy and Global Partnerships

Location: Paris, France

Organisation: International Institute of Refrigeration (IIR)

Duration: 6 months

Start Date: Fall 2025

Deadline to apply: 20 July 2025

ABOUT THE IIR

The **International Institute of Refrigeration (IIR)** is the only independent intergovernmental organisation dedicated to advancing refrigeration and heat pumping technologies worldwide. With 59 member countries and a global network of over 300 experts, the IIR promotes knowledge sharing, scientific collaboration, and evidence-based policy to support sustainable and energy-efficient development.

INTERNSHIP OVERVIEW

We are seeking a motivated and detail-oriented **Policy and Research Intern** to support the work of the Department of Policy and Global Partnerships. This internship offers a unique opportunity to contribute to international policy research, stakeholder engagement, and evidence-based advocacy in the fields of refrigeration, energy, and sustainability.

KEY RESPONSIBILITIES

- Assist in drafting policy briefs, reports, and internal memos on key policy issues
- Conduct background research and data analysis on legislative, regulatory, and technical topics
- Support the monitoring of policy developments at national and international levels
- Help prepare materials for stakeholder engagement, including presentations and meeting summaries
- Contribute to the organisation of policy dialogues, webinars, and consultations

- Maintain and update databases of policy documents, research outputs, and partner contacts
 - Provide general administrative and project support to the Policy Analyst and department team
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QUALIFICATIONS

Education:

- Currently enrolled in or recently completed a bachelor's or master's degree in public policy, Political Science, International Relations, Environmental Studies, Economics, or a related field

Skills and Competencies:

- Strong writing and editing skills, with experience drafting reports or academic papers
 - Understanding of policy analysis and public policy processes
 - Proficiency in Microsoft Office Suite; familiarity with data analysis tools (e.g., Excel, R, or Python) is a plus
 - Excellent organisational skills and attention to detail
 - Ability to work independently and collaboratively in a multicultural environment
 - Fluency in English is required; knowledge of French or other languages is an asset
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WHAT WE OFFER

- A dynamic and supportive international work environment
 - Mentorship and professional development opportunities
 - Exposure to global policy processes and technical networks
 - A certificate of completion and reference letter upon successful internship
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APPLICATION PROCESS

Please submit the following documents to m.duran@iifiir.org:

- Email subject: Policy and Global Partnerships Internship – [NAME]
- A cover letter (max. 1 page) outlining your interest and relevant experience
- Your CV (max. 2 pages)
- A short writing sample (e.g., excerpt from a report, paper, or policy brief)