

Head of EU, Regional and International Programmes Department

Location: Paris, France

Contract: Fixed-term contract (2 years): from 2 September 2026 to 2 September 2028, with the possibility of renewal

About the International Institute of Refrigeration (IIR)

The International Institute of Refrigeration (IIR) is the only intergovernmental organisation exclusively dedicated to refrigeration, air conditioning, cryogenics and heat pump technologies. Headquartered in Paris, the IIR works with governments, industry and academia to advance scientific knowledge, support evidence-based policymaking, and promote sustainable refrigeration worldwide.

Position Overview

The IIR is seeking a "Head of EU, Regional and International Programmes Department" to lead and coordinate its growing portfolio of regional and international projects funded by the European Union and other international donors.

Reporting to the Director General, the successful candidate will oversee the implementation of the Institute's project portfolio while managing a multidisciplinary team of 3–4 project officers responsible for day-to-day project delivery.

The position combines strategic coordination, team leadership, financial oversight and operational involvement to ensure that all projects are delivered on time, within budget and to the highest quality standards.

Key Responsibilities

Project Portfolio Coordination

- Coordinate the implementation of the IIR's portfolio of EU and internationally funded projects.
- Ensure projects are delivered on schedule, within scope and in accordance with contractual obligations.
- Monitor project progress, identify risks and implement corrective actions where necessary.
- Ensure compliance with donor requirements and internal procedures.
- Promote continuous improvement in project management practices and quality assurance.

Team Management

- Lead, supervise and support a team of 3–4 project officers.
- Allocate responsibilities and monitor workloads.
- Conduct regular follow-up meetings and performance reviews.

- Foster collaboration, professional development and knowledge sharing within the department.

Project Implementation

- Contribute directly to selected project activities and work packages.
- Represent the IIR during consortium meetings, workshops and project events.
- Liaise with project partners, Member Countries and international stakeholders.

Financial Coordination and Reporting

- Coordinate the financial management of projects in close collaboration with the IIR's Accounting Manager.
- Prepare and validate financial reports submitted to funding agencies.
- Monitor project budgets, expenditure and financial planning.
- Ensure compliance with donor financial rules and reporting requirements.

Reporting

- Prepare technical and progress reports for funding bodies in accordance with contractual requirements.
- Coordinate the preparation and submission of financial reports in collaboration with the Accounting Manager.
- Prepare regular internal reports on the status, performance and impact of the IIR's project portfolio.
- Prepare reports, briefing documents and presentations for the IIR's statutory bodies, including the Management Committee, Science and Technology Council and Executive Committee, as required by the Director General.
- Report regularly to the Director General on project implementation, key performance indicators, risks and mitigation measures.
- Contribute to the Institute's Annual Report and other institutional reporting activities.

Qualifications

Education

- Engineer/Master's degree (or equivalent) in Refrigeration, Energy, Environment, or another relevant technical field.

Experience

- Proven experience in coordinating and managing portfolios of international or EU-funded projects.
- Experience supervising and managing multidisciplinary teams.
- Demonstrated experience in project planning, implementation and reporting.
- Experience preparing technical and financial reports for funding agencies.
- Knowledge of EU funding programmes is highly desirable.

Skills

- Strong organisational and coordination skills.
- Excellent leadership and people management abilities.
- Ability to manage multiple projects simultaneously.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Ability to work effectively in an international and multicultural environment.
- Strong attention to quality, deadlines and results.

Languages

- Excellent command of English and French, both written and spoken.
- Additional languages, mainly German, would be considered an asset.

Personal Qualities

- Leadership and team-oriented mindset.
- Strong sense of responsibility and accountability.
- Proactive and solution-oriented.
- Excellent organisational skills.
- Ability to work under pressure and manage competing priorities.
- Commitment to delivering high-quality work.
- Collaborative, diplomatic and adaptable.

What We Offer

- The opportunity to contribute to international projects addressing global challenges in refrigeration, cooling and sustainable energy.
- A dynamic and multicultural working environment within an intergovernmental organisation.
- Collaboration with governments, research institutions, industry and international organisations worldwide.
- A two-year contract with the possibility of renewal based on organisational needs and performance.

Applications will be reviewed as they are received until the position is filled. Only shortlisted candidates will be contacted. Please apply no later than August 4, 2026 and send your CV and motivation letter to y.allouche@iifiir.org.